

Quotation for building works

From: Halden Building Services Ltd, 6 Wharfe Mill, Otley LS21 1BQ, 01943 000 552, office@halden-build.example

Halden Building Services Ltd, registered in England and Wales, company number ZZ246810.

VAT number GB 000 0000 00.

To: Mrs Lucy Hargreaves, 11 Fern Bank, Ilkley LS29 8PD

Site address: As above

Quotation number: Q-2026-118

Date: 7 October 2026

Dear Mrs Hargreaves,

Thank you for asking us to quote for refitting your family bathroom. Following our visit on 29 September 2026, this is our price for the work described below.

1 Work included

Item	Description of work	Quantity	Price (£)
1	Strip out bath, basin, WC and tiles; dispose of waste	1 room	£650
2	Re-route waste and supply pipes for walk-in shower	1 item	£480
3	Supply and fit walk-in shower tray, glass screen and thermostatic mixer	1 set	£1,850
4	Refit basin and WC (client's existing new units)	2 items	£320
5	Tile walls and floor (labour and adhesive)	18 m ²	£1,260
6	Electric heated towel rail on fused spur, by our electrician	1 item	£400
	Subtotal		£4,960
	VAT at 20%		£992
	Total		£5,952

Provisional sums: Tiles: £900 allowance (client choosing), adjusted to actual cost.

2 Not included

Decoration, replacing the floor joists if rot is found, building control fees.

3 How long this price is valid

This quotation is valid for 30 days from the date above. After that we may need to re-price the work.

4 Start date and programme

Proposed start date: 9 November 2026

Expected duration: about 2 weeks

We will tell you as soon as we can about anything that will delay the work.

5 Payment

Stage	When it is due	Amount (£)
Deposit	On acceptance	£1,500
First fix complete	When first fix is complete	£2,500
Balance	On completion	£1,952

Payment by bank transfer to Halden Building Services Ltd, sort code 60-83-71, account 44556677.

6 Changes to the work

If you ask for changes, or we find something during the work that could not reasonably have been seen at the site visit, we will tell you the effect on the price and the programme and get your agreement in writing (an email is fine) before doing the extra work.

7 Our standards

We will do the work with reasonable care and skill, using materials of satisfactory quality, and in line with Building Regulations where they apply.

We hold public liability insurance of £5,000,000 with Dales Mutual Insurance, policy number DMI-77120.

8 Your right to cancel

If you accept this quotation at your home or anywhere other than our business premises, or by email, online or by phone without meeting us, you have the right to cancel the contract within 14 days without giving any reason.

The cancellation period ends 14 days after the day the contract is made. To cancel, tell us clearly before the period ends. You can use the cancellation form below, but you do not have to. Send it to 6 Wharfe Mill, Otley LS21 1BQ or office@haldenbuild.example.

Starting within the 14 days. We will not start work within the cancellation period unless you ask us to in writing. If you ask us to start and then cancel, you must pay for the work done up to the time you tell us you are cancelling, in proportion to the full contract price. If we finish the work within the 14 days at your request, you lose the right to cancel.

If you cancel, we will refund any payment you have made, less any amount for work done at your request, within 14 days of being told.

Model cancellation form

(Complete and return this form only if you wish to cancel the contract.)

To Halden Building Services Ltd, 6 Wharfe Mill, Otley LS21 1BQ, office@haldenbuild.example:

I/We [*] hereby give notice that I/We [*] cancel my/our [*] contract of sale of the following goods [*]/for the supply of the following service [*],

Ordered on [*/received on [*],

Name of consumer(s),

Address of consumer(s),

Signature of consumer(s) (only if this form is notified on paper),

Date

[*] Delete as appropriate.

9 Accepting this quotation

To accept, sign below and return a copy, or reply by email confirming you accept quotation Q-2026-118. Once you accept, this quotation and our terms of business dated 1 March 2026 form the contract between us.

Signed for the client: _____ Name: Lucy Hargreaves Date:

Signed for the contractor: _____ Name: Dan Halden Date:

Yours sincerely,

Dan Halden

Director

Halden Building Services Ltd