Quote

One line per job or item of material · quantity (or hours) and unit price separately · tick the type of price

YOUR BUSINESS

Name or business name, address, phone, email (VAT number if VAT-registered)

CUSTOMER

Surname (or company)	First name	
Street and no.		
Postcode	Town	Phone

QUOTE

No.	Date	Valid until (Art. 3 CO)	Place of work (if different from the address)

WORK AND MATERIALS

Description (work or material)	Quantity / hours	Unit price CHF	Total CHF

Type of price: ☐ fixed price (Art. 373 CO) ☐ approximate estimate (Art. 374–375 CO) ☐ time and materials (Art. 374 CO)

VAT: ☐ included ☐ added, rate …… % ☐ no VAT (not VAT-registered)

Deposit on order: …… % or CHF …… (without agreement, payment is due on completion or delivery, Art. 372 CO)

Right of revocation (Art. 40a to 40f CO) — fill in if a private customer (personal or family use) is asked to commit at home, at work or by telephone, for more than CHF 100; if in doubt, fill it in; otherwise, cross out this box

You may revoke your agreement within 14 days of the day on which you signed this quote and received this information. Revocation need not be in any particular form. The time limit is observed if, on the last day at the latest, you inform us of the revocation or post your written notice of revocation.

Address for revocation	Quote no. and date

Accepted: date and customer's signature	Date and signature of the business

Photograph this quote in Fele-facture: the customer and the lines are read, then the invoice takes one click · fele-facture.ch
Free template for guidance only, to print freely · not legal advice