

Quote Acceptance Form

Supplier: _____ (business name), _____ (address), _____ (email) (the Supplier).

Client: _____ (name or company name), _____ (address) (the Client).

By signing below, the Client accepts the quote described in this form on the terms set out here.

1. Quote accepted

Quote number _____, dated _____ (the Quote). The Quote is attached to this form and forms part of it.

The Client accepts the work, deliverables and prices described in the Quote. If this form and the Quote differ, this form applies.

2. Price

Total price: _____ (amount and currency), _____ (tax included or tax added on top).

The total covers only the work described in the Quote. Expenses not included in the total: _____ (for example travel or stock images), charged at cost after the Client approves them.

3. Payment terms

Deposit: _____, due on signing this form.

Remaining amount: _____, due _____ (for example on delivery, or in stages).

Invoices are payable within _____ days of the invoice date, by _____ (payment method). Late payment: _____ (interest or fee, if any).

Invoices go to _____ (name and email), with purchase order number _____ (if any).

4. Start and timeline

Work starts on _____ or when the deposit is received, whichever is later. Expected completion: _____.

If the Client is late with feedback, materials or payments, the timeline moves by the length of the delay.

5. Changes to the work

Work not described in the Quote is a change. The Supplier will price each change, and the Client approves the price in writing before the change is made. Changes may also move the timeline.

6. Cancellation

Cancellation must be given in writing. If the Client cancels after signing, the Client pays for work done up to the date of cancellation and for costs the Supplier has already committed to and cannot recover. The deposit is _____ (refundable or non-refundable).

7. Validity

The prices in the Quote apply if this form is signed by _____. After that date the Supplier may update the Quote before accepting the order.

8. Authority

If the Client is a company or other organization, the person signing confirms they are authorized to accept the Quote on its behalf.

9. Governing law

This acceptance and the Quote are governed by the law of _____.

Signature

Full name

Date