

Service quote example

Fictional example, not a live order.

Non-regulated B2B service in metropolitan France. Replace the identities before use. The figures show one possible quote, with 20% VAT assumed.

Reference EXAMPLE-001 · **Date** 9 October 2026
Valid until 8 November 2026 inclusive (date chosen for this example).

Provider and client

Provider [Name / business name and legal form / sole trader status]
[Business address] · [SIREN and applicable registration]
[VAT number if applicable] · [Email and phone]

Business client [Business name] · [SIREN]
[Address] · [Contact name]

Service

Formatting one client-supplied tracking spreadsheet: one file, one sheet, no more than 100 rows.
Consistent layout, headings clarified with the client, filters and one consolidated round of feedback.

Price

Service	Qty / unit	Unit price excl. VAT	Total excl. VAT
Scoping and file review	1 hour	€60.00	€60.00
Spreadsheet formatting	4 hours	€60.00	€240.00
Review, changes and delivery	1 hour	€60.00	€60.00
Subtotal excl. VAT			€360.00
VAT 20%			€72.00
Total incl. VAT			€432.00

VAT assumption The provider charges VAT at the standard 20% metropolitan France rate. No small-business VAT exemption is assumed. Check the treatment that applies to your case.

Scope and acceptance

Quote EXAMPLE-001 · fictional example

Deliverables

One editable XLSX file and a PDF preview. The client supplies the data. The provider does not certify it; accounting advice or validation of the client's business data is outside the scope.

Proposed timing

First version within five working days of acceptance and receipt of the complete file. One consolidated set of client comments within three working days; final version within two working days of receipt of those comments.

Proposed payment

No deposit. Bank transfer on receipt of the invoice issued at delivery. Payment details to be shared through the agreed channel; applicable payment terms must be stated consistently in the contract documents and invoice.

Exclusions

New data entry, macros, third-party software connection, accounting review and a second sheet. Any additional work requires an agreed price and timeframe before it begins.

Terms and acceptance

[Reference and version of any terms attached]

[Signer's name and role] · [Date]

[Signature or agreed acceptance method]

[Exact quote and annex references accepted]

Fictional example to adapt to your business and client. Check the required details and terms for your situation before sending a quote.