Scotia Supplier

Quotation is provided on supplier's letterheaded paper (or with supplier's company stamp).

Scotia Supplier Ltd
1 Scotia Street, Scotland, SC0 T14
01234 567890
info@scotiasupplier.co.uk
www.scotiasupplier.co.uk

Supplier's contact details provided should fund administrators need to make contact.

Must be clear that the document is a quotation, estimate or order form.

Quotation to: Mrs Energy Saver, Scotbiz, 123 Example Street, Scotland, EK9 4JU

Date: 1 May 2025

Reference: 1234567

Dated and addressed to the loan applicant's registered or correspondence address, matching the details supplied on the SME Loan Scheme application form.

Dear Energy Saver,

Please find our quotation below for installation works at:
Scotbiz North, 123 North Street, Scotland, IV4 8PB

The full installation address, including the postcode of the property must be visible.

Description of work to be undertaken:
Supply and installation of wool fibre cavity wall insulation

A detailed explanation of the work being quoted must be provided and match the measures being applied for on your application form. A clear breakdown of the cost of the improvement(s) must be given.

Cost:

Nett	-	£4,180
VAT	-	£836
Total	-	**£5,016**

Quoted cost of the installation.

Must include the VAT breakdown or say N/A if VAT is not applicable.

Kind regards,

A Supplier
Sales Executive