Bedrijfsgegevens en logo

Aan: .......................................................

T.a.v.: .......................................................

Datum: .......................................................

Betreft: .......................................................

Geachte ............................................,

Inleiding: .......................................................................................................................

Omschrijf de .......................................................................................................................

vraag van de klant .......................................................................................................................

Omschrijf uw oplossing .......................................................................................................................

Technische .......................................................................................................................

specificaties .......................................................................................................................

op basis van bestek, .......................................................................................................................

tekeningen of zelf .......................................................................................................................

uitgevoerde meet- .......................................................................................................................

werkzaamheden: .......................................................................................................................

Werkomschrijving: .......................................................................................................................

.......................................................................................................................

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Artikel/product/werkzaamheden | Aantal | Omschrijving | Eenh.prijs | Prijs |
| 1. |  |  | € | € |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| etc. |  |  |  |  |

Totaal excl. btw € ..................

btw ..................

Totaal incl. btw € ..................

Aanvullende .......................................................................................................................

werkzaamheden of .......................................................................................................................

alternatieven .......................................................................................................................

en (meer)prijs: .......................................................................................................................

De verleggingsregeling btw is wel / niet van toepassing.

Werkzaamheden uit .......................................................................................................................

te voeren door de .......................................................................................................................

opdrachtgever: .......................................................................................................................

Overige opmerkingen .......................................................................................................................

en randvoorwaarden: .......................................................................................................................

Benoem de leverings- .......................................................................................................................

voorwaarden .......................................................................................................................

Benoem de garantie .......................................................................................................................

Benoem eventueel .......................................................................................................................

arbeidsomstandig- .......................................................................................................................

heden, afval- en milieu, .......................................................................................................................

beschadigingen .......................................................................................................................

door derden .......................................................................................................................

Betalingswijze .......................................................................................................................

en -termijn .......................................................................................................................

Termijn aanvang .......................................................................................................................

en afronding: .......................................................................................................................

Termijn geldigheid .......................................................................................................................

offerte: .......................................................................................................................

Informatie over uw .......................................................................................................................

bedrijf: .......................................................................................................................

Referentieprojecten .......................................................................................................................

Vermelding van .......................................................................................................................

relevante keurmerken .......................................................................................................................

Afsluiting: .......................................................................................................................

.......................................................................................................................

Met vriendelijke groet, Voor akkoord opdrachtgever:

Naam: ....................................................... Naam: ..........................................

Handtekening: Handtekening:

....................................................... .......................................................

Bijlagen: .......................................................