

# Quote / Estimate

A professional quote or estimate that can be accepted and converted to an invoice.

## How to use

1. Fill in your business details in the blue footer cells at the bottom of the Quote sheet.
2. Enter the customer details in the blue QUOTE TO card on the left.
3. Complete the quote number, issue date, valid until date, prepared by and terms on the right.
4. Add line items in the blue columns. Net, VAT and Amount calculate automatically.
5. The colour band updates with the quote number, valid until date, prepared by and quote total.

## Clearing the sample data

Select rows 19 to 30 on the Quote sheet, then press Delete to clear the sample data. The totals and colour band will reset automatically.

## Removing the footer credit

The footer credit ('OpenSheets.co.uk · free templates for UK small businesses · MTD-ready tools at aligned.tax') appears on printed pages only. To remove it, go to Page Layout > Print Titles > Header/Footer tab and delete the footer.

## Notes

Blue cells are your inputs. White cells contain formulas that calculate automatically — do not overwrite them.

The sheet is protected to prevent accidental formula deletion. No password is set — click Review > Unprotect Sheet if you need to make structural changes.

## [OpenSheets.co.uk](https://www.opensheets.co.uk)

Free Excel templates for UK small businesses

## [aligned.tax](https://aligned.tax)

MTD-ready bookkeeping tools for sole traders and small businesses

