

Your address

Customers Address

Your Ref.
Date.

Dear *Name*

Re. *Event /number of guest / Date*

Thank you for your enquiry I have pleasure in giving you the following quotation:-

Item	Description	Price
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	Total	£
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If you have any questions or would like to organise a site visit please don't hesitate to get in contact.

Yours sincerely

Name

Phone number

email address

Please note:-

The quote is subject to our standard terms and conditions.

We do not reserve stock with quotes - bookings are made on a first come first served basis.

If you would like to book the above please phone or email and we will send out contract documents.