



BWF Guidance for supplying quotations

Suggested information to use in your quotations

This publication counts towards your CPD (cat.4):

CPD



30 mins

The woodworking CPD programme



BRITISH
WOODWORKING
FEDERATION

Guide for Quotations

We suggest that the following headings should be covered when supplying quotations. For further advice on your contractual obligations. BWF has provided a brief overview of the Consumer Rights Act 2015, Consumer ADR Directive and Online Dispute Resolution Regulations as part of their member publications. Further advice on these topics is available from the BWF website and helpline.

Product Details

- Size
- Description
- Quantity
- Type of wood (Hard, soft or specified, state if chain of custody)
- Treatment/preservation of wood
- Ironmongery
- Glass type and specification
- Finish - paint specification/number of coats
 - Lacquer
 - Any site recommendations for finish

If windows...

- U-value/Energy rating

If doors...

- Door performance/type (external, fire door etc)

Delivery

- Delivery address
- Possible delivery dates
- Possible delivery charges
- Possible installation dates and charges

Payment terms

- Deposit
- Price
- VAT statement
- Validity of quote (x days)
- Details of any after-sales services or guarantees