

OFFICE SET-UP QUOTATION

From: m.ferreira@ferreiraoffice.co.uk

To: l.benson@brightwater.co.uk

Date: 3 March 2025

Subject: Quotation QT-2025-0318 – New office set-up

Dear Ms Benson,

Thank you for your enquiry about setting up your new office in Bristol. Please find our quotation below for 12 staff.

We are pleased to offer you a 10% trade discount on our office furniture.

Item	Description	Unit price	Qty	Amount
1	Ergonomic office chair (black)	£180.00	12	£2,160.00
2	Standing desk (120 x 60 cm)	£320.00	10	£3,200.00
3	Filing cabinet (4 drawers)	£145.00	4	£580.00
4	Meeting table (8 seats)	£890.00	1	£890.00
5	Monitor 24" (Full HD)	£150.00	12	£1,800.00
6	Installation service	£350.00	1	£350.00
7	Delivery and assembly	£280.00	1	Waived (see terms)
Subtotal				£8,980.00
Trade discount 10% (office furniture)				-£683.00
Net amount				£8,297.00
VAT 20%				£1,659.40
TOTAL				£9,956.40

Terms and conditions:

- All prices are in pounds sterling. VAT is shown separately.
- Delivery and assembly is free for orders over £5,000 (before VAT).
- Standing desks are made to order, so delivery takes 4 weeks after confirmation. All other items take 2 weeks.
- Payment: 50% deposit when you accept the quotation. The balance is due within 30 days of delivery.
- Early payment: if you pay the total within 10 days of the invoice date, you get 2% off the total.
- This quotation is valid until 2 April 2025.

To accept, please reply to this email or sign and return the acceptance form.

Kind regards,

Mark Ferreira Sales Manager Ferreira Office Solutions Ltd. 27 Market Street, Leeds LS1 4AB

PART 1: MULTIPLE CHOICE

1. How many physical items does Brightwater order in total?
2. Why is delivery and assembly free?
3. VAT is calculated on which amount?
4. Brightwater accepts the quotation on 5 April. What happens?
5. Which item is NOT included in the 10% trade discount?
6. How much is the deposit when Brightwater accepts the quotation?

PART 2: TRUE / FALSE

1. The monitors receive the 10% discount. ____
2. The discount on office furniture is more than £600. ____
3. Standing desks arrive 4 weeks after the order is confirmed. ____
4. Brightwater must pay the full amount before the goods are delivered. ____
5. The quotation is still valid on 1 April. ____
6. If Brightwater pays the total within 10 days, the saving is more than £190. ____
7. The meeting table has the highest unit price in the quotation. ____
8. The installation service has a 10% discount. ____

PART 3: NUMBERS AND DATA

Write the answer only (numbers in £, with two decimals, or a date).

1. What is the trade discount on office furniture? £_____
2. What is the net amount before VAT? £_____
3. What is the total amount including VAT? £_____
4. How much does Brightwater pay if it pays the total within 10 days?
£_____
5. What is the balance after the deposit? £_____
6. Brightwater confirms the order on 14 March. On what date do the
standing desks arrive? _____
7. What is the total value of the monitors before VAT? £_____
8. How much VAT is charged only on the monitors? £_____

PART 4: ONE-WORD GAPS

Write one word for each gap.

1. The quotation cannot be accepted on 10 April because it has
_____.
2. Standing desks are made to _____, so they take 4 weeks.
3. Delivery is _____ because the order is over £5,000.
4. The 50% payment made when accepting is called a _____.
5. VAT is shown _____ from the prices.
6. The early payment discount is calculated on the _____
amount.