

THE QUOTATION

the minimum recommended information
to include in a quotation.

What is a quotation?

A quotation is a written document issued by a professional before the purchase of a product or the provision of a service. It informs the potential customer of the price of the product or service so that they can make their purchasing decision with complete confidence. This document must be issued before the sale or the start of the service.

The quotation is optional. However, in Luxembourg, professionals are required to display the prices of products and services offered to consumers. When the final price cannot be set in advance, it is necessary to indicate the cost of the various elements included in the calculation of the total price. These parameters, as well as the final price, can be presented in a quote.

> sheet "Price indication"

For the professional!

Quotations are often free, but there is nothing to stop a professional from offering paid quotations. In this case, they must display the price of this service clearly, in a way that is easily identifiable and legible. The professional may deduct the cost of the quote from the final service.

To avoid any misunderstanding, the quotation must include the following elements:

- the quotation number
- the place and date of issue of the document
- the full contact details of the professional (name, trading name, legal form, telephone number, email address, R.C.S. Luxembourg followed by the registration number, business permit number, VAT identification number)
- the customer's contact details (name and address, telephone number, email address)
- the deadline for acceptance and the period of validity of the quotation
- the description or list of products and services offered
- the estimated volume or quantity for each product or service
- the unit price excluding tax per volume (unit cost) or the flat rate excluding tax (flat-rate cost) or the calculation method used (e.g. hourly cost)
- the VAT rate applicable to each product and service
- the total amount of the quotation including all taxes (VAT included)
- the date or deadline for the service
- the delivery address or place of service provision
- the payment terms and deadlines (e.g. instalments due or payment by instalments)
- the application of statutory interest in the event of late payment
- the date of signature
- the signature of the professional
- the customer's signature followed by the words "Agreed and accepted" or "Quotation accepted on ..."
- the clear indication of the right of withdrawal and the conditions and procedures for exercising it (time limit, starting point, etc.)



What are the legal consequences of the quotation?

Before the customer signs

The quotation, as an estimate by the professional of the work envisaged, constitutes a legally binding offer of contract. It commits the professional in a very precise manner throughout its period of validity. During this period, they must comply with the scope of the work, its cost, and the agreed deadlines.

The consumer is under no obligation to entrust the work to the professional.

After the customer has signed

Once signed by the customer, the quotation becomes a contract binding the professional and the consumer. Each party to the contract undertakes to comply with all the provisions set out in the quotation:

- **The professional undertakes** to perform the service within the agreed time frame and at the indicated rate.
- **The client undertakes** to pay for the service at the rate indicated, as accepted in the quotation.

Payment is generally made at the end of the service, once the invoice has been issued. If specified in the quotation, advance invoices may be issued before or during the performance of the service.



Practical Example!

Plombier & fils S.à.r.l.
18, rue du fleuve tranquille
L-11159 Luxembourg-ville
Phone: +352 395 557 38
Email: plombieretfils@post.lu
www.plombieretfils.lu

Quotation: n° 00885
Date: 04/05/2020
Client Code: 0492
Quotation valid for 2 months

Customer
Mr. Jean-Edouard Michel
25, avenue de l'Impasse
L-2412 Leudelange

Bathroom renovation

Description	Unit	Quantity	Unit price	% VAT	Total including VAT
Products					€463,50
Walk-in shower	unit	1	€450,00	3%	€257,50
Tiles	m²	1	€250,00	3%	
Labour	h.	1	€45,00	3%	€46,35
Tiling	flat rate	1	€60,00	3%	€61,80
Cleaning					
TOTAL excluding VAT:					€805,00
VAT 3%:					€24,15
Total including VAT:					€829,15

Terms of payment:
20 % deposit upon order;
30 % deposit at the beginning of the work;
Balance on delivery.

Please return a signed copy of this quotation with
your name and bearing the statement "Agreed and ordered".

Company: **Plombier & fils S.à.r.l.**
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L-11159 Luxembourg-ville
T: +352 395 557 38 plombieretfils.lu

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LU63 X214 92RZ 7130 05623 - CYLLELL
LU18 X214 94BT 7124 13728 - BILLULLL
LU03 X214 98TU 7119 45672 - BLUXLULL

In _____ on ____/____/____
Customer's signature
(preceded by the words "Agreed and accepted")
Signature _____

More information



info@mpc.etat.lu



247 73700



pro-pc.public.lu