Supporting: MSFFL3001 Plan and cost flooring technology work

# Section 1 Assignment: The quotation process

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| **Name** |  | **Date** |  |

1. List the steps involved in turning a customer enquiry into an approval to go ahead with an installation. Start with the initial enquiry from the client and work through to the point where the client signs the contract.

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| (Insert as many steps as required.) |

1. Prepare a formal quotation document for the client shown below. Make sure you include all required elements in the quotation (as itemised in the lesson: ‘Writing up the quotation’).

You can make up any details that are not specifically noted below. You may also make up your own company name and design a letterhead if you wish.

**Client**: Mr and Mrs Hoyle

**Address**: 15 Greenside Court, Swan Hill Vic 3585

**Quotation price**: $2840 + GST $284 = $3124

**Description**: Supply and installation of 8 mm thick cork tiles, coated   
with semi-gloss finish. Subfloor preparation.

You may use the blank space below or create a quotation document on your computer.