t [](https://swep.service-now.com/sp/?id=index)

# Home Modifications: Quotation Information

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| **Registered Builders/ Tradesperson**  Suppliers are encouraged to use this template quotation, or ensure all of the below bullet points are included. Quotes must be consistent with the Occupational Therapist’s specifications, including drawings and scope of works supplied.  Quotations must include total cost of proposed works and:   * Name of consumer and their address * Your details including ABN * Confirmation that products/works meet any relevant Australian Standards/ Building Code * Estimated delivery/installation timeframe once a purchase order has been issued * Confirmation of quote validity, our preference is 90 Days * Warranty information for works undertaken/items supplied * Itemised quote (e.g. cost of items that have been purchased for the job – handheld shower, grab rails, tap fixtures etc.) Must include itemised GST. Include materials, labour & travel/delivery * If the works are considered structural or non-structural * If there are any permits required * The builder/tradesperson must confirm that the quote is consistent with the Occupational Therapist’s scope of works/plan and drawing. * The Occupational Therapist is required to submit their recommendation and scope of works/plan/drawing to the builder/tradesperson. The builder/tradesperson may need to alter the scope of works that the Occupational Therapist has initially created to ensure compliance with the building code or a result of the requested modification not being practical. In this situation, the builder/tradesperson will discuss and confirm the issue/changes with the Occupational Therapist prior to works commencing. The builder must provide an amended quotation/variation to SWEP if there are deviations from the original scope of works. There is to be no deviation to the accepted quotation/scope of works without consolation from all parties.   By law, the builder/tradesperson must have a written ‘major domestic building contract’ for work worth ≥ **more than $10,000**, refer to the Victorian Building Authority and/or Consumer Affairs Victoria website for details:   * <https://www.consumer.vic.gov.au/housing/building-and-renovating/plan-and-manage-your-building-project/contracts> * <https://www.vba.vic.gov.au/consumers/home-renovation-essentials/building-contracts> |
|  |

# Home Modifications: Quotation TEMPLATE

**Builder/Tradesperson details**

**Quote details** <<Quote Number>>

<<Quote Date>>

<<Quote Validity>>

**Builder/Tradesperson** <<Organisation Name>>

<<Registered Address>>

<<Registered Address - continued>>

**Australian Business Number** <<ABN>>

**Contact person** <<Name>>

<<Title/Position>>

**Contact details** <<Office Telephone>>

<<Mobile Telephone>>

<<Email>>

**VBA Company/Builder’s Registration** <<VBA Company/VBA Builders Registration>>

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**Occupational Therapist’s details**

**Occupational Therapist** <<Name>>

<<Title/Position>>

**Organisation** <<Employer Organisation Name>>

<<Postal Address>>

<<Address - continued>>

**Contact details** <<Office Telephone>>

<<Mobile Telephone>>

<<Email>>

<<Available Times>>

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**SWEP Consumer details**

**Consumer name** <<Consumer Name>>

**Property address** <<Street Address>>

<<Address - continued>>

**Contact details** <<Office Telephone>>

<<Mobile Telephone>>

<<Email>>

**Are the works considered structural?  Yes  No**

**Are Permits required?  Yes  No**

**Quote is consistent with Occupational Therapist’s scope of works/plan and drawing?  Yes  No**

**All products/works meet relevant Australian Standards/Building Code?  Yes  No**

**Builder is compliant with all Victorian Building Authority’s requirements for contracts and**

**the *Domestic Building Contracts Act 1995.*  Yes  No**

**Estimated timeframe for completion of works** <<Days/Weeks>>

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| Itemised Description  Itemise each specific item supplied e.g. non-slip flooring; door fittings; taps; hand rails etc. Include labour, travel/delivery and materials | Qty. | Unit Price | GST | Total Price |
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| Total Cost | | |  |  |

**Warranties**

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| Please confirm warranty periods of all equipment, fittings and works undertaken. |
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