A quotation your customer can check.

SAMPLE ONLY - NOT VALID FOR BOOKING OR PAYMENT

Sample Aircon - fictional business
Reference: GUIDE-001 | Prepared: 16 October 2026
Illustrative validity: 14 days | Customer: Sample customer
Area: Tampines | 3 standard wall-mounted units

Item	Calculation	Amount
General servicing	3 units x S$25	S$75.00
Minimum adjustment	S$75 exceeds S$50 floor	S$0.00
Visit fee	One visit	S$10.00
Subtotal before applicable tax		**S$85.00**

Illustrative rates, not a Singapore market survey or recommended selling price. Tax is deliberately not assumed; this sample is not a tax invoice. Replace the tax treatment and final total with your business's verified figures.

Scope and next step

Example scope: general servicing of three standard wall-mounted units. Replace this with your approved task list. Parts, repairs and other additional work are excluded unless separately agreed. Confirm access requirements before issuing.

A requested date is not a confirmed appointment. Check availability with the customer before booking. Replace the fictional identity, contact information, rates, terms, reference and dates before sharing.

Short WhatsApp draft

> Hi [customer name], please review quotation [reference] for [approved service] on [number] units. Final total: S$[reviewed total], with tax treatment shown in the PDF. Reply with your preferred date so we can check availability.

Create your own: iservices.sg/workspace.html
Read the calculation: iservices.sg/aircon-quotation-template-singapore.html