

Template 1: AT Provider Standard Quotation Template

1. Quotation Document 2: AT Provider Quotation

1.1 Background Information

Assessment Centre Information

Assessment Centre	
Assessor Name	
Assessor/Assessment Centre Email	
Assessment Centre Reference Number	
Student Name	
Course Start Date	
Course End Date	

AT Provider Information

AT Provider Company	
AT Provider Address	
AT Provider Contact Name	
AT Provider Contact Tel No.	
AT Provider Quote ID Number	
DSA-QAG Accreditation Certificate Number	
Date of Quotation	

Length of Course Remaining			
Total Maintenance & Support Period			
Insurance Period			

				Cost	
1.2 Laptop Description				Ex VAT	Inc VAT

				Cost	
1.3 Desktop Description				Ex VAT	Inc VAT

1.4 Software Description	Cost	
	Ex VAT	Inc VAT

1.5 Printer/Scanner Description	Cost	
	Ex VAT	Inc VAT

1.6 Digital Recorder Description	Cost	
	Ex VAT	Inc VAT

1.7 Ergonomic Equipment & Input Devices Description	Cost	
	Ex VAT	Inc VAT

1.8 Equipment for Hearing Impaired Clients Description	Cost	
	Ex VAT	Inc VAT

1.9 Equipment for Visually Impaired Clients Description	Cost	
	Ex VAT	Inc VAT

				Cost	
1.10 Additional Items Description				Ex VAT	Inc VAT

		Cost	
1.11 Delivery, Set Up & Familiarisation		Ex VAT	Inc VAT
Please delete as applicable: 1. Standard Delivery & On Site Assembly (1.5 hours) 2. Extended Delivery & On Site Assembly (up to 2 hours)	Please delete as applicable: 1. Delivery, setup and familiarisation in one timed appointment 2. Courier with setup and familiarisation later on that same day 3. Delivery with setup and familiarisation at a later date 4. Delivery Only		
		Ex VAT	Inc VAT
Total Cost of Equipment Quote			

		Cost	
1.12 Assistive Technology Training Description	No. of Sessions (In 2 hour blocks*)	Ex VAT	Inc VAT
Please record below onsite or remote training			
		Ex VAT	Inc VAT
Total Cost of Training Quote			