Business Growth Program – Quotation checklist

Service providers to ensure they have the following information on the quotation:

## General items

⬜ Quote number and date

⬜ Your ABN

⬜ Your contact details

⬜ The recipients’ entity name

⬜ The address of the recipient

⬜ Payment terms and conditions

⬜ Estimated commencement date of work

⬜ Estimated completion date of work

⬜ *Name of the subcontractors (if applicable)*

⬜ *Validity of the quote*

## Scope of work description with breakdown:

⬜ A clear description of each service being offered. This should include as much detail as possible and be separated out into clear, distinct services.

⬜ A cost breakdown for each service. This should be as specific and detailed as possible and ineligible services should be clearly separated from eligible services.

⬜Agreed milestones and timeline for delivery.

⬜ Information on any subcontractors involved, including the percentage of work they will undertake. (If applicable).

**Important:** The Business Growth program doesn't allow changes to work or scope once approved. Quotes must be detailed, accurate and reflective of the works to be completed. To acquit the grant the quote will be compared against the invoice or remitted invoice and evidence of works. If they don't align, the applicant may not complete the grant process, risking non-compliance, loss of funding, and future grant application eligibility under NTG programs.

## Costs

⬜ Subtotal cost of works (exclusive of GST)

⬜ GST total

⬜ Total cost of works (inclusive of GST)

## Payment terms

c Remove all references to the Northern Territory Government

 Payment schedule