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# Sample fee quote

## *for a private residential valuation*

A worked example of a fee quote for a family law valuation: the scope, the fee with GST, the terms of engagement in brief, a signature block, and how the client accepts online. In Valufield a quote like this is signed online and kept with an audit page, and you can see when it has been opened.

| FIRM | PROPERTY | PAGES | USE IT FOR |
|---|---|---|---|
| Harbourline Valuers Pty Ltd (fictional) | 14 Wattle Court, Bellbird Heights NSW 2999 | 4, including this cover | Ideas for your own quote layout and wording |

SAMPLE

# Harbourline Valuers

Harbourline Valuers Pty Ltd · ABN 00 000 000 000
Suite 4, 210 Example Parade, Bellbird Heights NSW 2999
(02) 0000 0000 · office@harbourline.example · harbourline.example

# Fee quote

Quote no. **Q-00142**
Date **5 October 2026**
Valid until **19 October 2026**

PREPARED FOR

**Priya Raman**
c/- Daniel Okafor, Linden & Arkwright Lawyers
Level 3, 45 Sample Street
Bellbird Heights NSW 2999
dokafor@lindenarkwright.example

PROPERTY

**14 Wattle Court**
Bellbird Heights NSW 2999
Lot 27 in DP 000000 (fictional)
Freestanding house on about 612 m²

Dear Priya,

Thank you for your enquiry, and to Daniel Okafor for referring you. This quote sets out what we will do, what it costs and the terms that apply. To go ahead, accept it online using the link in our email, or sign the acceptance on the next page.

## Scope of work

| | |
|---|---|
| Purpose | Market value of the property for a family law property settlement. |
| Basis of value | Market value as at the date of inspection, assuming vacant possession. |
| Report | Short-form residential valuation report, addressed to you and to Linden & Arkwright Lawyers. |
| Inspection | Full internal and external inspection of about 45 minutes. You arrange access for both parties where needed. |
| Turnaround | Report released within 3 business days of the inspection, once the fee is paid. |
| Valuer | Eleanor Marsh, Certified Practising Valuer. |
| Not included | Building, pest, structural, compliance or contamination advice, and attendance at mediation or court, which we quote separately. |

## Fee

| ITEM | QTY | FEE EX GST | GST | AMOUNT |
|---|---|---|---|---|
| **Short-form residential valuation report, family law** | 1 | $800.00 | $80.00 | $880.00 |

| | |
|---|---|
| Subtotal (ex GST) | $800.00 |
| GST (10%) | $80.00 |
| **Total (inc GST)** | **$880.00** |

PAYMENT

A deposit of $440.00 (half the fee) is due when you accept. The balance of $440.00 is invoiced when the report is ready and is payable before it is released. Pay by card using the secure link on each invoice, or by bank transfer.

SAMPLE

# Terms of engagement, in summary

The full terms are attached to this quote and form part of it. This summary does not replace them.

| | | |
|---|---|---|
| 1 | **Our role** | We give an independent opinion of market value. We do not act for either party as an advocate. |
| 2 | **Reliance** | Only you and Linden & Arkwright Lawyers may rely on the report, and only for the family law property settlement. It is not for mortgage, lending or any other purpose. |
| 3 | **Date of value** | The value is at the date of valuation. Markets move, so please ask us before relying on it more than [90] days after that date. |
| 4 | **Information** | We rely on information you and others give us, such as title documents and plans. Tell us about anything that could affect value. |
| 5 | **Fees** | Half on acceptance and the balance before the report is released. Invoices are due within 7 days. If you cancel after we inspect, the inspection fee of $[000] applies. |
| 6 | **Liability** | [Your liability wording, as your professional standards scheme and professional indemnity insurer require.] |
| 7 | **Privacy** | We handle personal information under the Privacy Act 1988 (Cth) and our privacy policy at [link]. |
| 8 | **Complaints** | Talk to the valuer first. If it is not resolved, write to our principal at [email]. You may also contact [your professional body]. |

## Acceptance

I accept this quote and the attached terms of engagement, and instruct Harbourline Valuers to carry out the valuation described in it.

Signature _____ Date _____

Full name _____ On behalf of (if instructing for another person) _____

Prefer to sign online? Use the secure link in our email. The next page shows what to expect.

SAMPLE

QUOTE Q-00142 · ACCEPTING ONLINE

# How to accept this quote online

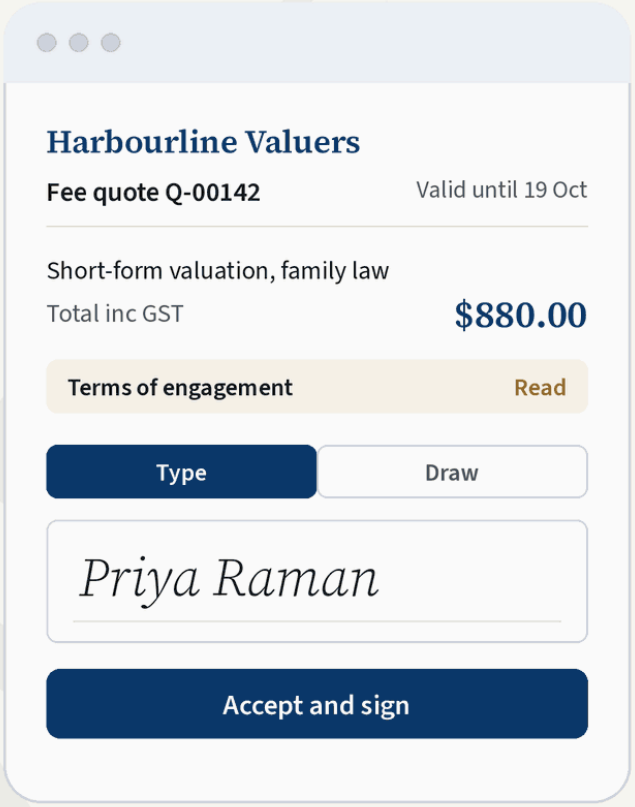
Our email has a secure link to this quote. You do not need an account or a password to open it or to sign.

1. **Open the link**
   Open the quote from our email on any phone, tablet or computer.

2. **Read it through**
   Check the scope, the fee and the terms of engagement.

3. **Sign**
   Type your name or draw your signature with a finger or a mouse, then accept.

4. **That is it**
   We will contact you to book the inspection, and your deposit invoice follows.




The signing page, simplified for illustration

## What the signed quote keeps on record

Once you sign, a signed PDF of the quote is kept with an audit page. It records who signed, when, from which IP address, and a fingerprint of the document, so both of us can show exactly what was agreed.

AUDIT PAGE · EXAMPLE VALUES

| | |
|---|---|
| Signed by | Priya Raman (typed signature) |
| Signed at | 7 October 2026, 7:42 pm AEDT |
| IP address | 203.0.113.24 |
| Document fingerprint | SHA-256 7d1f 0a9c 52e8 b3d4 91a0 6c2e … 41c6 (shortened) |

This quote expires on 19 October 2026. If you need more time, ask us and we will send a fresh quote.