**Commercial Response template**

Please complete Table 1, below, to show a breakdown of your cost per product or unit of time (i.e. ‘rates’) and the number of products or days / hours for each task, and total cost for each task required to deliver this requirement. You may insert additional task lines if required.

Please state the total overall cost for this requirement. Prices should exclude VAT. The quotation should state the rate of VAT that will apply.

**Table 1:** **Commercial Response (to be completed by Supplier)**

|  |  |  |  |
| --- | --- | --- | --- |
| Descriptions of Tasks and / or Products    | Cost per product  / or Cost per Hour / Day (i.e. rate)  | No of products / Hours / Days  | Total Cost per Task  |
| Preparation |  |  | £ |
| Fieldwork |  |  | £ |
| Reporting & other off-site work |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
| Total Costs  | £ |
| Expenses or other costs (please detail type, e.g. travel, consumables  | £ |
| Discounts applied (please detail) | £ |
| **Total Overall Cost**  | £ |