QUOTATION / DEPOSIT & BALANCE WORKSHEET — NOT AN eTIMS TAX INVOICE

Cake Quotation, Deposit & Balance

Norie's Cake Atelier · norieskitchen.co.ke · Kenyan Bakers Hub

Client-facing commercial worksheet in KES. Blank policy and payment fields are intentional.

A. From (your bakery)

Trading name	
Contact phone / WhatsApp	
Email / website	
Operating area (optional)	
Business registration (optional)	*Leave blank unless you choose to show your own number*

B. To (client)

Client name	
Phone	
Quotation date	*DD/MM/YYYY*
Valid until (optional)	
Order / event date	
Related order reference	

C. Line items (KES)

Tax lines stay blank unless you know they apply to you — this template is not tax advice.

Description	Qty	Unit price (KES)	Line total (KES)

D. Totals (KES)

Subtotal	*Sum of line totals*
Discounts (if any)	
Delivery / other charges	
Tax (only if applicable to you)	*Blank by default*
Quoted grand total (KES)	

E. Deposit & balance tracker

Record what you agreed. Do not treat another bakery's deposit percentage as a universal standard.

Deposit requested (KES)	*Your policy*
Deposit due by	
Deposit received (KES) / date	
Payment reference (when received)	*Do not pre-print personal till numbers in public blank copies*
Balance remaining (KES)	*Grand total – deposits*
Balance due by / received	

F. Payment details (your own — blank until filled)

Accepted methods	*e.g. M-Pesa / bank transfer / cash*
Paybill / Till / Account name	*Your details*
Account / till number	*Your details*
Payment note format	*e.g. client name + order ref*

G. Terms (your wording required)

Lead time & cut-off	
Changes after approval	
Cancellation / refunds	
Collection or delivery	
Allergen statement (your words)	*Do not claim an allergen-free kitchen unless that is factually true for you*

H. Sign-off

Prepared by	*Name / date*
Client acceptance (name)	*Accepts figures and your written terms*
Client date	

DISCLAIMER: Free template from Norie's Cake Atelier (norieskitchen.co.ke). NOT an eTIMS tax invoice, NOT a KRA form, NOT a fiscal receipt, and NOT legal, tax or accounting advice. Use your authorised invoicing process when a tax invoice is required. No registration numbers, bank secrets or personal client data are embedded in this blank file.