**ANNEX 4**

**QUOTATION FORM**

**HOURLY PRICING BREAKDOWN**

**REGULAR WORKING HOURS**

**DIRECT LABOUR COSTS/DIRECT AND INDIRECT COSTS**

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION** | **PERCENTAGE** | **COST PER HOUR £** |
| Wage Rate |  |  |
| Holiday Pay |  |  |
| Employer National Insurance |  |  |
| Statutory Sick Pay |  |  |
| Statutory Pension Contribution |  |  |
| Liability Insurance |  |  |
| Sick Pay |  |  |
| Bank Holiday cover |  |  |
| Uniform |  |  |
| Training |  |  |
| Equipment |  |  |
| Management |  |  |
| Administration |  |  |
| Profit & Loss |  |  |
| Other (specify) |  |  |
| **TOTAL HOURLY CHARGE RATE** | **100%** |  |