Quote — works council, 80 people

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€4,640 · fictional document

Fictional document — demonstration example

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Fictional document, produced for demonstration. **This quote is not sent.** It commits the operator to a price and a date, and it carries two unresolved variables.

Based on the most likely assumption

Item	Detail	Amount
Course access	80 adult participants, 2 rotations	€2,880
Supervision	4 instructors, full day	€1,120
Catering	Provider 1, group menu	€640
Total incl. tax	—	**€4,640**

The two variables, costed

Variable	If it holds	Effect on the quote	New total

Minors present	Supervision ratio changes, one more instructor	**+ €280**	€4,920
Actual headcount of 65	One rotation, half-day	**− €1,180**	**€3,460**

> **Between €3,460 and €4,920 the spread is 42%.** A quote sent today at €4,640 and corrected to €3,460 in eight days casts doubt on the first figure as much as the second — and the council will be comparing with a competitor who did ask the questions.

What is offered instead

The quote goes today, with the three questions **in the body of the message** rather than in an appendix, and a note that the amount becomes firm as soon as they are answered. The council does not wait, and the figure moves only once.

Decision: ☐ send with the questions · ☐ wait for answers before sending · ☐ send an indicative range without a quote

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