

Electricians, Plumbers and Heating Engineers

Quotes, VAT and construction site billing

The complete guide to create professional quotes on site, manage VAT 6%/21% and invoice your deposits and balances without errors.

CHAPTER 1

Create a professional quote in 5 minutes

A good quote is your first professional impression. It must be clear, complete and sent quickly — ideally on the same day as the client visit.

Mandatory mentions on a Belgian quote

- ✓ **Your contact details:** name/company, address, VAT number (BE + 10 digits), CBE number.
- ✓ **Client details:** name, address, VAT number if professional client.
- ✓ **Date and quote number:** unique and sequential reference.
- ✓ **Detailed description:** materials (reference, quantity, unit price) + labour (hourly rate, estimated hours).
- ✓ **VAT rate per line:** 6% or 21% depending on the nature of the service.
- ✓ **Total excl. VAT and incl. VAT,** payment conditions, quote validity period.

Recommended structure for a construction quote

Section 1 — Materials: list each reference with quantity and unit price excl. VAT. VAT rate 21% in general.

Section 2 — Labour: hourly rate x estimated hours. VAT 6% for renovation of a building over 10 years old, 21% otherwise.

Section 3 — Miscellaneous: travel, equipment rental, subcontracting. Specify the applicable VAT rate.

Tip: Create a catalogue with your most used materials and hourly rates. For the next quote, just select and adjust quantities — save 70% of writing time.

CHAPTER 2

VAT 6% and 21% — rules for craftsmen

The reduced VAT rate of 6% applies to renovation work in dwellings over 10 years old. This is an important benefit for your private clients — but the rules are strict and errors are costly.

Type of work	Applicable VAT	Condition
Renovation, transformation	6%	Building > 10 years, private use
Permanently incorporated materials	6%	Related to 6% work
Electricity — new construction	21%	New building or < 10 years
Plumbing — new construction	21%	New building or < 10 years
Heating — boiler maintenance	21%	Maintenance (not renovation)
Solar panels + installation	6%	Existing private dwelling
Home automation, alarm	21%	Always 21%

Warning: To benefit from the 6% rate, your private client must provide a signed VAT certificate declaring that the property is over 10 years old and used privately. Without this document, you must apply 21%. Keep these certificates for 7 years.

Mandatory mention on your 6% invoices

You must include the mention: "VAT: reduced rate of 6% — Renovation of a private dwelling first occupied more than 10 years ago (Royal Decree no. 20, Table A, heading XXXVIII). The client certificate is in my possession."

In case of VAT audit

The FPS Finance may verify that you applied the correct rate. In case of error, it is you (the contractor) who must pay the difference + penalties, not your client. Hence the importance of rigorous management per invoice line.

CHAPTER 3

Deposits and construction site balances

Invoicing in several instalments is the norm in the sector. A good deposit system protects your cash flow and reassures your client about work progress.

The classic 3-stage structure

- 1 Deposit on order (30 to 40%)** — Issued upon quote acceptance. Covers material purchases and seriously commits the client. Mention "Deposit on order no. DEV-2026-XXX".
- 2 Optional interim invoice (30%)** — For large projects over 3 weeks. Issued at mid-point of works, on material delivery or at a key milestone.
- 3 Balance on completion (30 to 40%)** — Issued at end of works, on handover. Deduct deposits already paid and specify the remaining amount due.

Important mention on the balance invoice: Deduct deposits already paid with reference to their numbers and dates. The remaining amount must appear clearly.

VAT on deposits

VAT is due on deposits upon receipt. If you receive a deposit of EUR 1,210 incl. VAT (21% VAT), you must declare EUR 210 of VAT in the quarter you received the amount — even if work has not yet started.

In case of dispute or work stoppage

Include a work stoppage clause in your general terms: deposits remain acquired, costs incurred (ordered materials, preparation hours) remain due, and the calculation method for compensation.

Quote from the site. Invoice in 5 minutes.

Ledgerly is the Belgian invoicing software designed for craftsmen. Material catalogues, automatic VAT, deposits and balances, Peppol — all from your phone.

- ✓ Professional quote from your smartphone
- ✓ VAT 6% and 21% applied automatically per line
- ✓ Deposit tracking and automatic balance calculation
- ✓ Saved material catalogue and hourly rates
- ✓ 30-day free trial, no card required

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