Subsequent SIL Quote Template

**Guidelines:** If there is no significant change to a participant’s level of supports compared to the previous year, providers are able to use this template when quoting for SIL. If there has been a change to the level of supports, there was an expectation of capacity building, or if there has been a change of circumstance, providers are required to submit a quote as per the normal process (using the Provider SIL Pack).

**Participant name:** <Enter participant full name>

**NDIS participant number:** <Enter NDIS participant number>

**Participant date of birth:** <Enter participant date of birth in DD/MM/YYYY format>

**Current plan date:** <DD/MM/YY – DD/MM/YY>

**Property address:** <Street Address>, <Suburb>, <Post Code>, <State>

**Reason(s) why there has been no change to participant’s level of supports:** <Free text>

**Prior year capacity building outcomes achieved (if applicable):**

The outcomes achieved in the prior year:

|  |  |  |
| --- | --- | --- |
| **Outcome** | **How was this measured** | **What was achieved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Proposed capacity building outcomes:**

The supports to be delivered will be focused on the following outcomes:

|  |  |  |
| --- | --- | --- |
| **Outcome** | **How will this be measured** | **What does success looks like** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Quote

**Weekly Quote**

|  |  |  |
| --- | --- | --- |
| **Item** | **Units** | **Weekly Amount** |
| Prior year’s quote amount (as per participant’s plan) | $ / week | $X |
| Indexation percentage | % | Y% |
| **Revised quote amount including indexation** | $ / week | **$Z** |

This quote is valid from <**DD/MM/YY**> for <**#**> months. It has been prepared by:

**Name:** <Name of person preparing quote>

**Name of provider:** <Provider Name>

**Position:** <Position or title>

**Phone:** <XXXX XXX XXX> **Email:** [xxx.xxx@xxx.com](mailto:xxx.xxx@xxx.com)

**Signature:**

**…………………………………………......................... Quote valid from:** <DD/MM/YYYY