



CLIENT REPORT

A comprehensive calculation
of materials, labour and plant
required to complete your
construction project

Name: Sample client name | **Address:** 11 Client house, AB12 3CD | **Date:** February 2020
Builder Name: Sample builder name | **Address:** 11 Builder house, AB12 3CD | **Issue Date:** March 2020
File Name: Sample file name | **Branch Contact:** Sample branch contact
Branch Name: Sample branch name | **Branch Number:** Sample branch number

Contents

Designed to be easy to understand. This Client Report will give you a wealth of details on your project. The following information is divided into chapters as follows. If you have any questions please let us know.

Project Overview

All the most important information in one place - your final price, details on time frame and payment schedule.

Client Summary

We have broken the project down into key areas of the build. Here are the estimated totals in each of the areas so you can understand the total scope of the works.

The Work Schedule

For your convenience, we have included a graph to clearly outline the length of each section of works, until completion of the project.

Terms and Conditions

Important information as part of your acceptance of our company completing your project.

Client Notes

There is a lot of detail in this pack and we are sure you may have questions and perhaps amendments you would like to make to our estimate. Please feel free to note down anything you would like to communicate back to us, using this section. We will be keen to respond as soon as possible.



Project Overview

Mr and Mrs Sample
Sample House
Sample Town
AB12 3CD

28 January 2020

Dear Mr and Mrs Sample,

We are pleased to submit the following estimate as requested for works to be carried out at Sample House, Sample Town, AB12 3CD.

As you may already be aware, we have many years of experience in the building trade and we also keep up to date with the latest techniques and materials so we are able to provide the best possible job satisfaction for our customers.

We have based the estimate on the site meeting and plans provided.

Our emphasis is on consistent quality, whether the job is large or small, and if you decide to change your instructions we can swiftly provide you with alternative costings.

We use a professional estimating program to ensure our works are accurately priced; we include detailed reports and a full written estimate so you can see exactly what's been allowed and have clear concise information to further assist with the smooth running of the work.

When the job is underway we aim to keep you informed throughout and provide careful project management so you will always be kept up to date on the progress of your contract. We have provided a full work schedule and payment schedule with this estimate for your perusal.

We hope this estimate is to your satisfaction and look forward to hearing from you soon.

Yours sincerely,

Sample Building Company

Total Estimate Price £182,831.07
+ VAT £000.00
Total price £182,831.07

Client's responsibilities:

We will need access to water and electricity, it would be useful if you could inform us where the stop valve is for the water, and if you know where the electric, phone line, and any other service lines are located.



Payment Schedule

Payment	ex. VAT	VAT	Total	Payment Due Start of Week	
Initial Payment	£25,641.00		£25,641.00	Due	Week 1
Completion of Oversight	£25,666.28		£25,666.28	Due	Week 2
Completion of Joists	£26,342.43		£26,342.43	Due	Week 6
Completion of Wall Plate	£15,468.58		£15,468.58	Due	Week 9
Completion of Roof	£14,952.40		£14,952.40	Due	Week 12
Completion of Plastering	£24,052.75		£24,052.75	Due	Week 19
Completion of Contract	£50,707.61		£50,707.61	Due	Week 32

Client Summary

Please Note: £0.00 = not priced for

Site Set-up

	Costs
Plant =	£960.00
Materials =	£0.00
Labour =	£22.50
Total =	£982.50

Glazing

	Costs
Plant =	£0.00
Materials =	£0.00
Labour =	£0.00
Total =	£0.00

Flat Roof Covering

	Costs
Plant =	£0.00
Materials =	£0.00
Labour =	£0.00
Total =	£0.00

Foundations

	Costs
Plant =	£2,418.84
Materials =	£4,541.85
Labour =	£3,269.12
Total =	£10,229.81

Lintels

	Costs
Plant =	£0.00
Materials =	£1,092.05
Labour =	£226.26
Total =	£1,318.31

Guttering

	Costs
Plant =	£0.00
Materials =	£232.42
Labour =	£334.80
Total =	£567.22

Ground Floor

	Costs
Plant =	£1,720.13
Materials =	£4,876.52
Labour =	£3,156.20
Total =	£9,752.86

Above Ground Floors

	Costs
Plant =	£0.00
Materials =	£2,082.50
Labour =	£649.15
Total =	£2,731.66

1st Fix Carpentry

	Costs
Plant =	£29.25
Materials =	£4,622.47
Labour =	£3,254.11
Total =	£7,905.84

Walls

	Costs
Plant =	£190.00
Materials =	£21,602.35
Labour =	£12,286.94
Total =	£34,079.29

Roof Structure

	Costs
Plant =	£750.00
Materials =	£3,649.76
Labour =	£1,928.66
Total =	£6,328.43

Plumbing 1st Fix

(This is a Provisional Sum)

	Costs
Plant =	£0.00
Materials =	£2,720.00
Labour =	£1,365.00
Total =	£4,085.00

Scaffolding

(This is a Provisional Sum)

	Costs
Plant =	£796.00
Materials =	£0.00
Labour =	£2,388.00
Total =	£3,184.00

Roof Tiling

	Costs
Plant =	£157.82
Materials =	£2,692.91
Labour =	£3,076.97
Total =	£5,927.70

Electrics 1st Fix

(This is a Provisional Sum)

	Costs
Plant =	£0.00
Materials =	£1,389.30
Labour =	£1,023.82
Total =	£2,413.12

Windows & Door Frames

	Costs
Plant =	£178.50
Materials =	£9,994.88
Labour =	£1,709.57
Total =	£11,882.95

Flat Roof

	Costs
Plant =	£0.00
Materials =	£0.00
Labour =	£0.00
Total =	£0.00

Alterations

	Costs
Plant =	£0.00
Materials =	£0.00
Labour =	£0.00
Total =	£0.00

Client Summary

Please Note: £0.00 = not priced for

Plastering

	Costs
Plant =	£0.00
Materials =	£2,711.42
Labour =	£5,471.48
Total =	£8,182.91

Pathways

	Costs
Plant =	£766.16
Materials =	£2,670.44
Labour =	£1,807.50
Total =	£5,244.10

Services

	Costs
Water Connection =	£0.00
Foul Drainage Connection =	£0.00
Electric Connection =	£0.00
Phone Connection =	£0.00
Gas Connection =	£0.00
Total =	£0.00

Plumbing 2nd Fix

(This is a Provisional Sum)

	Costs
Plant =	£0.00
Materials =	£7,890.54
Labour =	£1,981.00
Total =	£9,871.54

Driveway

	Costs
Plant =	£1,402.14
Materials =	£4,381.32
Labour =	£3,268.48
Total =	£9,051.95

Electrics 2nd Fix

(This is a Provisional Sum)

	Costs
Plant =	£0.00
Materials =	£855.38
Labour =	£1,480.50
Total =	£2,335.88

Landscaping & Fencing

	Costs
Plant =	£0.00
Materials =	£4,183.82
Labour =	£3,225.59
Total =	£7,409.42

Professional Services

	Costs
Professional Services =	£0.00
Architect =	£0.00
Surveyor =	£0.00
Structural Engineer =	£0.00
Professional Services =	£0.00
PPE & H&S =	£3,720.00
LABC =	£0.00
Total =	£3,720.00

2nd Fix Carpentry

	Costs
Plant =	£0.00
Materials =	£2,416.99
Labour =	£1,315.09
Total =	£3,732.08

Kitchen

(This is a Provisional Sum)

	Costs
Plant =	£0.00
Materials =	£5,000.00
Labour =	£900.00
Total =	£5,900.00

Finishes

	Costs
Plant =	£0.00
Materials =	£2,079.05
Labour =	£2,095.20
Total =	£4,174.25

Decorating

	Costs
Plant =	£0.00
Materials =	£674.62
Labour =	£4,932.96
Total =	£5,607.58

Other Provisional Sums

	Costs
Plant =	£0.00
Materials =	£0.00
Labour =	£0.00
Total =	£0.00

Foul / Stormwater Damage

	Costs
Plant =	£766.01
Materials =	£2,220.56
Labour =	£1,335.04
Total =	£4,321.62

Laying of Services

	Costs
Plant =	£0.00
Materials =	£0.00
Labour =	£0.00
Total =	£0.00

Preliminaries

	Costs
Total =	£11,891.05
Totals =	£182,831.07
VAT =	£0.00
Total Price =	£182,831.07

Work Schedule

Summary of Work Schedule				
Total Days =	156 Days	Based on a 5 day week	Start Date =	Week 1
Total Weeks =	31 Weeks		Total Weeks =	Week 32
Please note that bad weather or additional works are not allowed for				

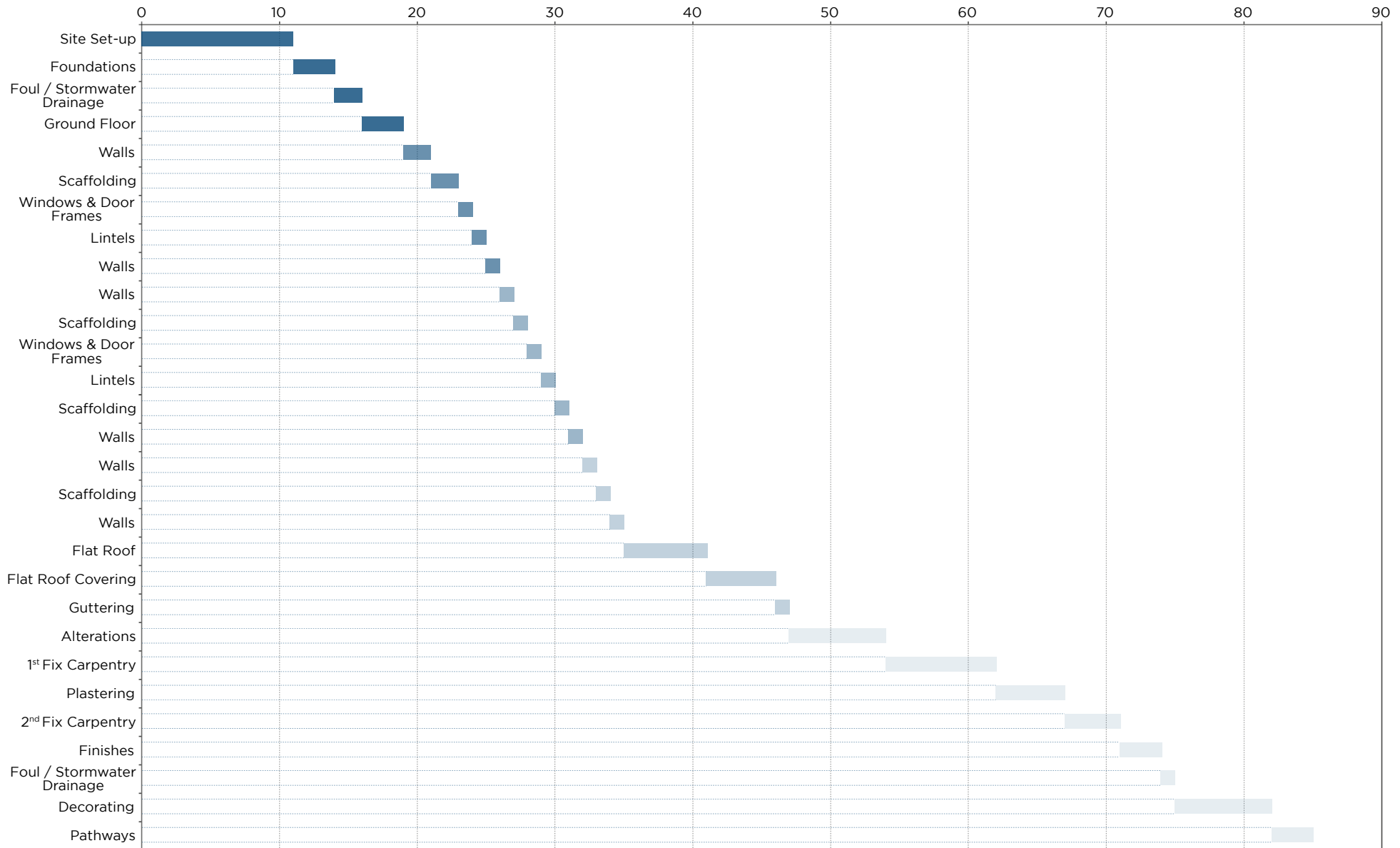
Work Schedule Start & Completion Date

No of Trade Working	No of Days for each Stage	Start Works		Finish Works	
4	4 Days	Foundations	Week 1	Foundations	Week 1
2	3 Days	Foul / Stormwater Drainage	Week 1	Foul / Stormwater Drainage	Week 1
4	4 Days	Ground Flood	Week 2	Ground Flood	Week 2
3	8 Days	Walls	Week 2	Walls	Week 4
4	2 Days	Scaffolding	Week 4	Scaffolding	Week 4
2	3 Days	Windows & Door Frames	Week 4	Windows & Door Frames	Week 5
2	1 Day	Lintels	Week 5	Lintels	Week 5
3	3 Days	Walls	Week 5	Walls	Week 6
2	2 Days	Above Ground Floors	Week 6	Above Ground Floors	Week 6
3	5 Days	Walls	Week 6	Walls	Week 7
4	1 Day	Scaffolding	Week 7	Scaffolding	Week 7
2	1 Day	Windows & Door Frames	Week 8	Windows & Door Frames	Week 8
2	1 Day	Lintels	Week 8	Lintels	Week 8
2	2 Days	Scaffolding	Week 8	Scaffolding	Week 8
3	5 Days	Walls	Week 8	Walls	Week 9
2	4 Days	Roof Structure	Week 9	Roof Structure	Week 10
3	2 Days	Walls	Week 10	Walls	Week 10
4	1 Day	Scaffolding	Week 11	Scaffolding	Week 11
3	2 Days	Walls	Week 11	Walls	Week 11
3	6 Days	Roof Tiling	Week 11	Roof Tiling	Week 12
2	1 Day	Guttering	Week 12	Guttering	Week 12
1	5 Days	Plumbing	Week 13	Plumbing	Week 13
1	4 Days	Electrics	Week 14	Electrics	Week 14
2	8 Days	1st Fix Carpentry	Week 14	1st Fix Carpentry	Week 16
3	9 Days	Plastering	Week 16	Plastering	Week 18
2	6 Days	Landscaping & Fencing	Week 18	Landscaping & Fencing	Week 19
1	8 Days	Plumbing 2nd Fix	Week 19	Plumbing 2nd Fix	Week 21
2	4 Days	2nd Fix Carpentry	Week 21	2nd Fix Carpentry	Week 22
1	6 Days	Electrics 2nd Fix	Week 22	Electrics 2nd Fix	Week 23
1	10 Days	Finishes	Week 23	Finishes	Week 25
2	1 Day	Foul / Stormwater Drainage	Week 26	Foul / Stormwater Drainage	Week 26
1	5 Days	Kitchen	Week 26	Kitchen	Week 27
2	14 Days	Decorating	Week 27	Decorating	Week 29
2	8 Days	Driveway	Week 30	Driveway	Week 31
2	5 Days	Pathways	Week 31	Pathways	Week 32

Payment Schedule

Payment	ex. VAT	VAT	Total	Payment Due	Start of Week
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Work Schedule



Completion of Oversight
 Completion of Joists
 Completion of Wall Plate
 Completion of Roof
 Completion of Plastering
 Completion of Contract


Building Terms (for Client)

As building language is sometimes not so straightforward to the general public, we have created a list of some of the most commonly used building terms that builders use and that you probably have already heard your architect use. They may help you in your new building project. (In alphabetical order):

1. **Architraves:** Moulding fitted to the surrounds of internal doors.
2. **B.S:** Abbreviation for "British Standard".
3. **Barge Boards:** Boards that are fitted onto gable ends.
4. **Blinding:** Layer of normally soft sand, laid down to prevent stones puncturing Polythene, although this term can also be used to lay sand or cement over hard-core.
5. **Block & Beam:** Concrete suspended floor, made up of pre-stressed concrete beams and concrete blocks laid between.
6. **Boxing:** Casing normally fitted around pipes/ waste pipes.
7. **Building Control:** Council authority that inspect the works, and can insist on additional works being carried out if they see fit, their job is to make sure all building works are carried out to the latest regulation.
8. **Ceiling Ties:** Timbers normally fitted in roof, timber fitted from rafters to form the ceiling and tie the roof together.
9. **Clay board:** Expansion board fitted to sides of foundations, to prevent the pushing of foundations from swelling of clay, normally used where deep foundations are required in clay soils.
10. **Contingency Figure:** Normally used on works that a price cannot be worked out on at the time of pricing the works, this is often used when there is a chance additional works maybe needed but cannot be determined until works have been started.
11. **Coving:** Normally a plaster moulding, fitted to perimeters of room where wall about ceilings.
12. **DPC:** Abbreviation for "Damp Proof Course" that is fitted in walls to stop rising damp.
13. **DPM:** Abbreviation for "Damp Proof Membrane". This is used to stop damp, mostly used under a concrete floor to stop rising damp.
14. **Eaves:** The overhang of gables.
15. **Fascias:** Board fitted to the end of rafters that the bottom tile sits on and the guttering is fixed to.
16. **Floor Slab:** Ground floor concrete.
17. **Foul Drainage:** Sewage and waste water drainage from baths and sinks etc.
18. **Furfix Profiles:** This is a profile for fixing new walls to existing walls.
19. **Glue lam Beam:** This is a large timber beam normally fitted to carry loads, the beam is constructed from many smaller pieces of wood glued together. The reason for this is there is less chance the timber will twist or warp as the grain is not all going the same way.
20. **Hardcore:** Waste masonry, normally broken bricks or concrete.
21. **Insulation Board:** More expensive than other insulations, but is necessary to use in some cases where the "U" value cannot be achieved with standard insulations.
22. **MU:** Term used for the gauge of polythene, often used for the DPM which needs to be of a high quality and certain thickness.
23. **Outer Leaf:** Most external walls are cavity walls (two walls with void between). The outer leaf is the external one of the two walls - often the brick part of the wall.
24. **Oversite:** The ground floor structure.
25. **Pad Stones:** Pad made to site steel beams or large timber beams, these are built to prevent the weight of the beam and its load crushing the walls. The pad stone is normally constructed out of engineering bricks or concrete.
26. **PC. Sum:** Provisional Cost, normally used as a sum that has been allowed for works that cannot be priced at that time of quotation, normally this is because there is not enough information to gain a price and is often used on items such as sanitary-ware, kitchens, doors, where the client has not had time to sort out the exact items required.
27. **Purlin:** Timber or steel normally fitted in gables and run along centre span of roof rafter, to support the centre span of rafter.
28. **Rafters:** Timbers fixed in roof to form the sloping area of roof.
29. **Raised tie:** Roof where you have the ceiling raised into the roof.
30. **RCD:** This stands for Registered Construction Detail.
31. **Reclaimed:** Normally used with bricks, tiles and timbers that have been reclaimed from old buildings for reuse.
32. **Regrade bricks:** Bricks that are not good enough for facing bricks and sold at a cheaper price. They normally are used where they will not be seen, such as in foundations.
33. **Render:** A sand and cement plaster.
34. **Restraint straps:** Normally used with gable restraint straps or wall plate restraint straps. Gable restraint straps are used to restrain the gable walls by fixing them into roof and the wall plate restraint strap is for holding down the roof to the walls.
35. **Roof vents:** These are a form of vent to ventilate the roof, and can be fitted in the soffit, on top of fascias, in the ridge, in a roof tile and in the gables.
36. **SAP:** This stands for Standard Assessment Procedure. SAP is a Government approved system for assessing the energy efficiency and environmental impact of a new-build dwelling
37. **Skim coat plaster:** Thin layers of plaster to finish walls.
38. **Skirting:** Moulding fitted to perimeters of rooms at base of walls.
39. **Soffit:** The overhang of a roof that is at the base of the roof (not the over-hang of gables).
40. **Storm water:** Rain water, normally used in the context of surface water that runs off the roof, driveway etc.
41. **Strip foundation:** This is where the foundation is excavated and a strip of concrete is laid normally only about 450 mm deep and then is bricked up to ground level. This form of foundations is old-fashioned and very rarely done, although Architects still sometimes draw these on plans. Nowadays the foundations are normally concrete up to about 150 mm below ground level.
42. **Sub-soil:** Soil beneath top soils.
43. **Toothing out:** Normally done where new walls run flush with an existing wall and it is required to cut out some of the old bricks so the new bricks can be bonded into the existing. This is done so you do not end up with a straight joint to the area where new walls about old, (can also be called "stitching").
44. **Trusses:** Roof trusses are a pre-made section of roof.
45. **U-Value:** This is terminology for measuring heat loss. New buildings must obtain certain U-Value to comply with the latest building regulations. This is mainly used with reference to heat loss through windows, walls, floors and roof.
46. **U-Beam ("Universal Beam"):** Steel beam normally used as a lintel to carry a load over an opening.
47. **V313 flooring:** Code for moisture-resistant chipboard flooring, useful for fitting to bathrooms, toilets, kitchens etc. The moisture-resistant flooring must be fitted as many problems have been found from the moisture in these rooms caused by cleaning and sometimes leakage from items in these rooms.
48. **Vapour barrier:** Barrier to stop the vapour in the air passing through, commonly used on dry linings walls to prevent the moisture in the warm air passing through insulation and causing condensation on a cold surface. This also is often used on ceilings and timber floors.
49. **Vegetation soils:** Top soils. Top soils are soils still decaying and therefore should not be built on as the soils will decay in time causing subsidence.
50. **Wall Plate:** Timber fitted to tops of walls, for roof to be fixed to.
51. **Warm Roof:** This is a method of fitting an insulation board to the top side of roof construction (under felt). This is often used where cross ventilation to a roof cannot be obtained and by fitting the insulation this way, it prevents the condensation from forming in roof space, hence the cross air flow is not required.
52. **Weather Rail:** Moulding fitted to bottom of external door that opens inwards. This is to shed water away and stop it driving under front door.

Main Contractor Quotation Terms

- 1.** We as main Contractor will provide all services and materials to you the Client as set out in our Quotation.
- 2.** This Quotation is based upon the drawings supplied by others for you (the Client) building project. The drawings state “*do not scale*” from the drawing, however, we have to do this as the basis for quotation purposes which may result in the need for quantity amendments.
- 3.** We have used the information supplied by others in relation to this project to give as accurate a quotation as possible which may be subject to variations due to building and ground conditions and any other un-foreseen circumstances arising before commencement of and during the progression of these works.
- 4.** We shall perform all duties, services and obligations with reasonable care and skill and to a reasonable standard that comply with all relevant codes of practice and statutory requirements.
- 5.** We shall be responsible for managing and arranging the safe and lawful disposal of any waste materials which are generated or removed from the Clients property whilst carrying out these works.
- 6.** We have allowed Prime Cost sums (pc sums) for a number of items within this quotation. This means an allowance has been calculated for the supply of work or materials or both to be provided by a contractor or supplier that will be nominated by the client. The allowance is exclusive of any profit mark up or attendance (such as material handling, scaffolding and rubbish clearance etc) by the main contractor.



Payments are based on the quotation/invoices of the supplied items by the contractor plus addition of reasonable/agreed percentages for overhead costs and profits. If the contractors actual cost is higher than the stated amount then the contract sum will be increased to meet any shortfall and if the cost to the contractor is lower, then the contract sum will be reduced by the balance.

- 7.** The works will be carried out within the time scale stated unless the work programme changes due to unforeseen circumstance and weather conditions.

