



# CLIENT REPORT

Mr Sample

Sample Road  
Sample Town

Sample Postcode

Issue Date: 00/00/0000

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

Due to current supply and demand of building materials, costs may be liable to change due to continuation of price increases.  
Any necessary price increases will be brought to your attention and negotiated prior to construction.

**Builder Name:** Mr Builder  
**Telephone Number:** 01234567890  
**Builder Address:** Builder Road, Builder Town, Builder Postcode

**E-mail Address:** Builder@example.com  
**Project Reference:** 1912-1611-5908

# 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.

## 1. Project Overview

All the most important information in one place. Your final price, details on time frame, project notes and payment schedule.

## 2. Client Summary

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

## 3. 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.

## 4. Notes Page

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

Mr Sample  
Sample Road  
Sample Street  
Sample Town  
Sample Postcode

00/00/0000

Dear Mr Sample,

We are pleased to submit the following estimate as requested for works to be carried out at Sample Road, Sample Street, Sample Town, Sample Postcode.

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 plans provided.

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

We 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 your building project.

When the job is underway we will aim to keep you informed throughout the build and provide careful project management so you will always be kept up to date on the progress of your project.

We hope this estimate is to your satisfaction and would be happy to discuss the enclosed estimate, we look forward to hearing from you soon.

Yours Sincerely,

Mr Builder  
Sample Company  
Builder@example.com  
01234567890



**Total Estimated Price: £54,935.17**

**VAT: £10,987.03**

**Total Price: £65,922.20**

**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.

# Client Summary

## Site Setup

Plant	£360.00
Materials	£0.00
Labour	£15.82
<b>Total</b>	<b>£375.82</b>

## Walls

Plant	£193.75
Materials	£3,843.75
Labour	£2,273.35
<b>Total</b>	<b>£6,310.85</b>

## Scaffolding

Plant	£4,730.00
Materials	£0.00
Labour	£2,244.00
<b>Total</b>	<b>£6,974.00</b>

## Windows & Door Frames

Plant	£119.00
Materials	£3,542.18
Labour	£707.85
<b>Total</b>	<b>£4,369.03</b>

## Lintels

Plant	£600.00
Materials	£2,925.52
Labour	£1,268.30
<b>Total</b>	<b>£4,793.82</b>

## Above Ground Floors

Plant	£0.00
Materials	£1,271.15
Labour	£779.84
<b>Total</b>	<b>£2,051.00</b>

## Roof Structure

Plant	£0.00
Materials	£2,483.77
Labour	£1,247.78
<b>Total</b>	<b>£3,731.55</b>

## Roof Tiling

Plant	£341.42
Materials	£2,252.97
Labour	£1,152.17
<b>Total</b>	<b>£3,746.56</b>

## Flat Roof

Plant	£0.00
Materials	£1,560.91
Labour	£965.38
<b>Total</b>	<b>£2,526.29</b>

## Flat Roof Covering

Plant	£0.00
Materials	£1,518.00
Labour	£996.19
<b>Total</b>	<b>£2,514.19</b>

## Guttering

Plant	£0.00
Materials	£80.30
Labour	£84.70
<b>Total</b>	<b>£165.00</b>

## 1st Fix Carpentry

Plant	£19.50
Materials	£3,021.68
Labour	£2,480.88
<b>Total</b>	<b>£5,522.06</b>

## Plumbing 1st Fix

Plant	£0.00
Materials	£792.00
Labour	£264.00
<b>Total</b>	<b>£1,056.00</b>

## Electrics 1st Fix

Plant	£0.00
Materials	£369.11
Labour	£457.88
<b>Total</b>	<b>£826.99</b>

## Alterations

Plant	£244.00
Materials	£0.00
Labour	£715.09
<b>Total</b>	<b>£959.09</b>

## Plastering

Plant	£0.00
Materials	£348.89
Labour	£1,429.20
<b>Total</b>	<b>£1,778.09</b>



# Client Summary

## Plumbing 2nd Fix

Plant	£0.00
Materials	£951.63
Labour	£382.80
<b>Total</b>	<b>£1,334.43</b>

## Electrics 2nd Fix

Plant	£0.00
Materials	£620.54
Labour	£722.70
<b>Total</b>	<b>£1,343.24</b>

## 2nd Fix Carpentry

Plant	£0.00
Materials	£2,258.87
Labour	£1,141.99
<b>Total</b>	<b>£3,400.87</b>

## Finishes

Plant	£0.00
Materials	£88.51
Labour	£217.80
<b>Total</b>	<b>£306.31</b>

## Other P.C. Sums

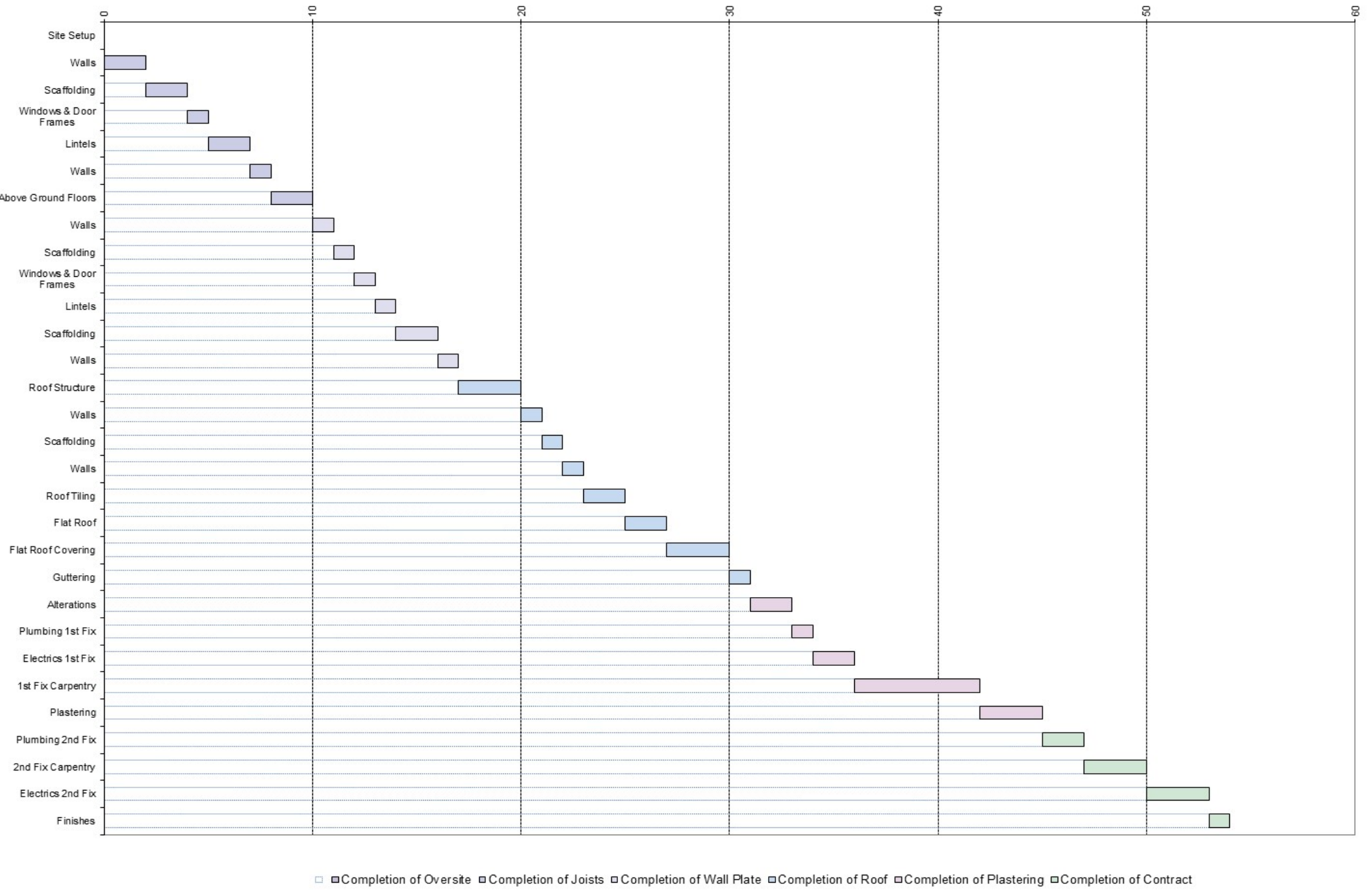
Plant	£0.00
Materials	£850.00
Labour	£0.00
<b>Total</b>	<b>£850.00</b>

## Totals

<b>Totals (ex. VAT)</b>	<b>£54,935.17</b>
VAT	£10,987.03
<b>Totals (incl. VAT)</b>	<b>£65,922.20</b>



# Work Schedule



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## CONTACT DETAILS

Mr Builder  
01234567890  
Builder@example.com

