

# YOUR LOGO HERE



01234567890



Builder@example.com



mysite@sample.com

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

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**CLIENT:**

Mr Sample

**PROJECT ADDRESS:**

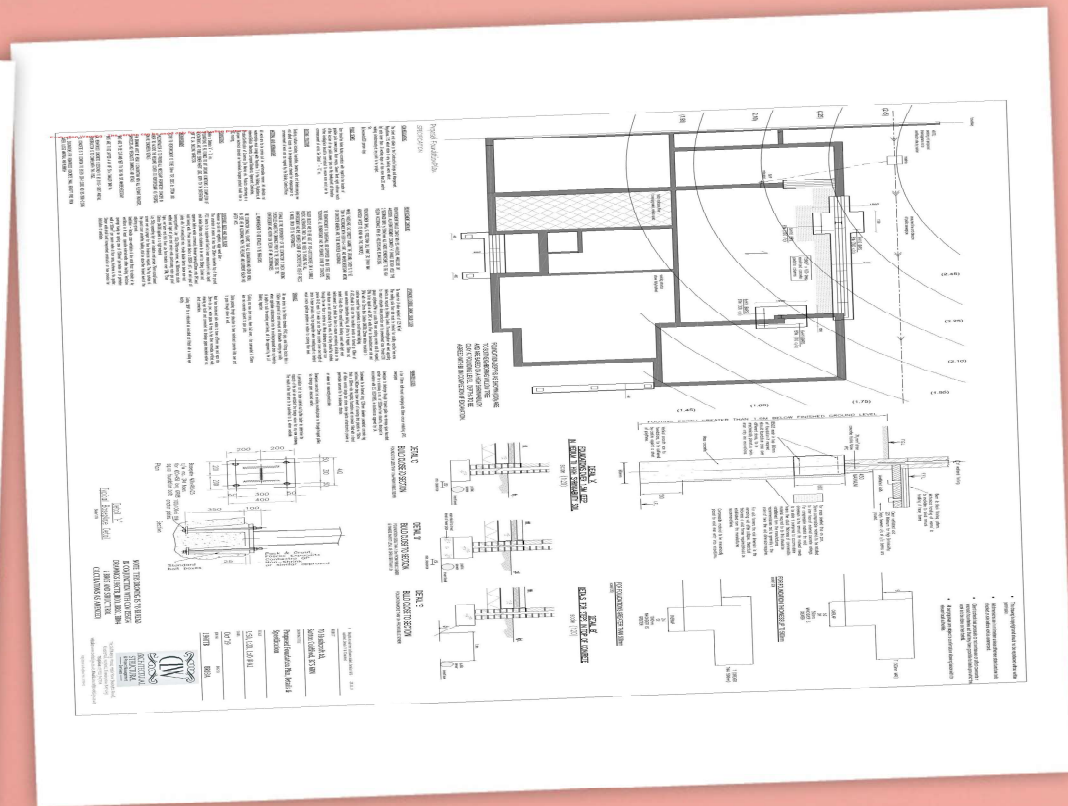
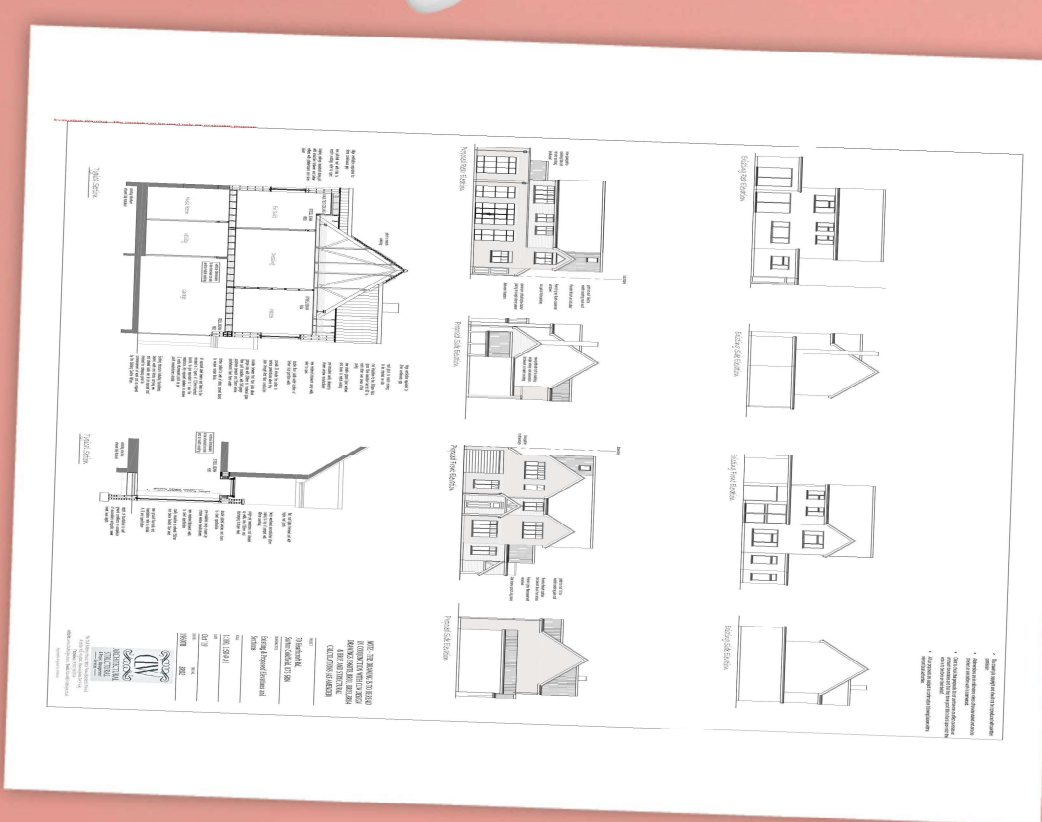
Plot Name, Sample Road,  
Sample Town, Sample Postcode

**ISSUE DATE:**

00/00/0000

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 and during construction.





Mr Sample  
Sample Road



# CONTENTS

Designed to be easy to understand, this Client Report will give you a wealth of details about 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 and project notes.

## 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. WORK SCHEDULE

For your convenience we have included a work schedule table to clearly outline the length of each section of works, and details on time frame, until the completion of the project.

## 4. 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 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.



Site Setup		Walls		Scaffolding		Windows & Door Frames	
Plant	£360.00	Plant	£193.75	Plant	£4,730.00	Plant	£119.00
Materials	£0.00	Materials	£3,843.75	Materials	£0.00	Materials	£3,542.18
Labour	£15.82	Labour	£2,273.35	Labour	£2,244.00	Labour	£707.85
<b>Total</b>	<b>£375.82</b>	<b>Total</b>	<b>£6,310.85</b>	<b>Total</b>	<b>£6,974.00</b>	<b>Total</b>	<b>£4,369.03</b>
Lintels		Above Ground Floors		Roof Structure		Roof Tiling	
Plant	£600.00	Plant	£0.00	Plant	£0.00	Plant	£341.42
Materials	£2,925.52	Materials	£1,271.15	Materials	£2,483.77	Materials	£2,252.97
Labour	£1,268.30	Labour	£779.84	Labour	£1,247.78	Labour	£1,152.17
<b>Total</b>	<b>£4,793.82</b>	<b>Total</b>	<b>£2,051.00</b>	<b>Total</b>	<b>£3,731.55</b>	<b>Total</b>	<b>£3,746.56</b>
Flat Roof		Flat Roof Covering		Guttering		1st Fix Carpentry	
Plant	£0.00	Plant	£0.00	Plant	£0.00	Plant	£19.50
Materials	£1,560.91	Materials	£1,518.00	Materials	£80.30	Materials	£3,021.68
Labour	£965.38	Labour	£996.19	Labour	£84.70	Labour	£2,480.88
<b>Total</b>	<b>£2,526.29</b>	<b>Total</b>	<b>£2,514.19</b>	<b>Total</b>	<b>£165.00</b>	<b>Total</b>	<b>£5,522.06</b>
Plumbing 1st Fix		Electrics 1st Fix		Alterations		Plastering	
Plant	£0.00	Plant	£0.00	Plant	£244.00	Plant	£0.00
Materials	£792.00	Materials	£369.11	Materials	£0.00	Materials	£348.89
Labour	£264.00	Labour	£457.88	Labour	£715.09	Labour	£1,429.20
<b>Total</b>	<b>£1,056.00</b>	<b>Total</b>	<b>£826.99</b>	<b>Total</b>	<b>£959.09</b>	<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>

## CLIENT SUMMARY

### Completion of Oversight

Due Week: 1

Days	Works	Start	Finish
------	-------	-------	--------

2	Walls	Week 1	Week 1
2	Scaffolding	Week 1	Week 1
1	Windows & Door Frames	Week 1	Week 1
2	Lintels	Week 1	Week 1
1	Walls	Week 1	Week 1
2	Above Ground Floors	Week 1	Week 1

Estimated: £2,900.00

VAT: £580.00

Total: £3,480.00

### Completion of Joists

Due Week: 1

Days	Works	Start	Finish
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2	Walls	Week 1	Week 1
2	Scaffolding	Week 1	Week 1
1	Windows & Door Frames	Week 1	Week 1
2	Lintels	Week 1	Week 1
1	Walls	Week 1	Week 1
2	Above Ground Floors	Week 1	Week 1

Estimated: £16,200.00

VAT: £3,240.00

Total: £19,440.00

### Completion of Wall Plate

Due Week: 1

Days	Works	Start	Finish
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1	Walls	Week 1	Week 1
1	Scaffolding	Week 1	Week 1
1	Windows & Door Frames	Week 1	Week 1
1	Lintels	Week 1	Week 1
2	Scaffolding	Week 1	Week 1
1	Walls	Week 1	Week 1

Estimated: £6,700.00

VAT: £1,340.00

Total: £8,040.00

### Completion of Roof

Due Week: 1

Days	Works	Start	Finish
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3	Roof Structure	Week 1	Week 1
1	Walls	Week 1	Week 1
1	Scaffolding	Week 1	Week 1
1	Walls	Week 1	Week 1
2	Roof Tiling	Week 1	Week 1
2	Flat Roof	Week 1	Week 1
3	Flat Roof Covering	Week 1	Week 1
1	Guttering	Week 1	Week 1

Estimated: £13,500.00

VAT: £2,700.00

Total: £16,200.00

### Completion of Plastering

Due Week: 1

Days	Works	Start	Finish
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2	Alterations	Week 1	Week 1
1	Plumbing 1st Fix	Week 1	Week 1
2	Electrics 1st Fix	Week 1	Week 1
6	1st Fix Carpentry	Week 1	Week 1
3	Plastering	Week 1	Week 1

Estimated: £9,600.00

VAT: £1,920.00

Total: £11,520.00

### Completion of Contract

Due Week: 1

Days	Works	Start	Finish
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2	Plumbing 2nd Fix	Week 1	Week 1
3	2nd Fix Carpentry	Week 1	Week 1
3	Electrics 2nd Fix	Week 1	Week 1
1	Finishes	Week 1	Week 1

Estimated: £6,035.17

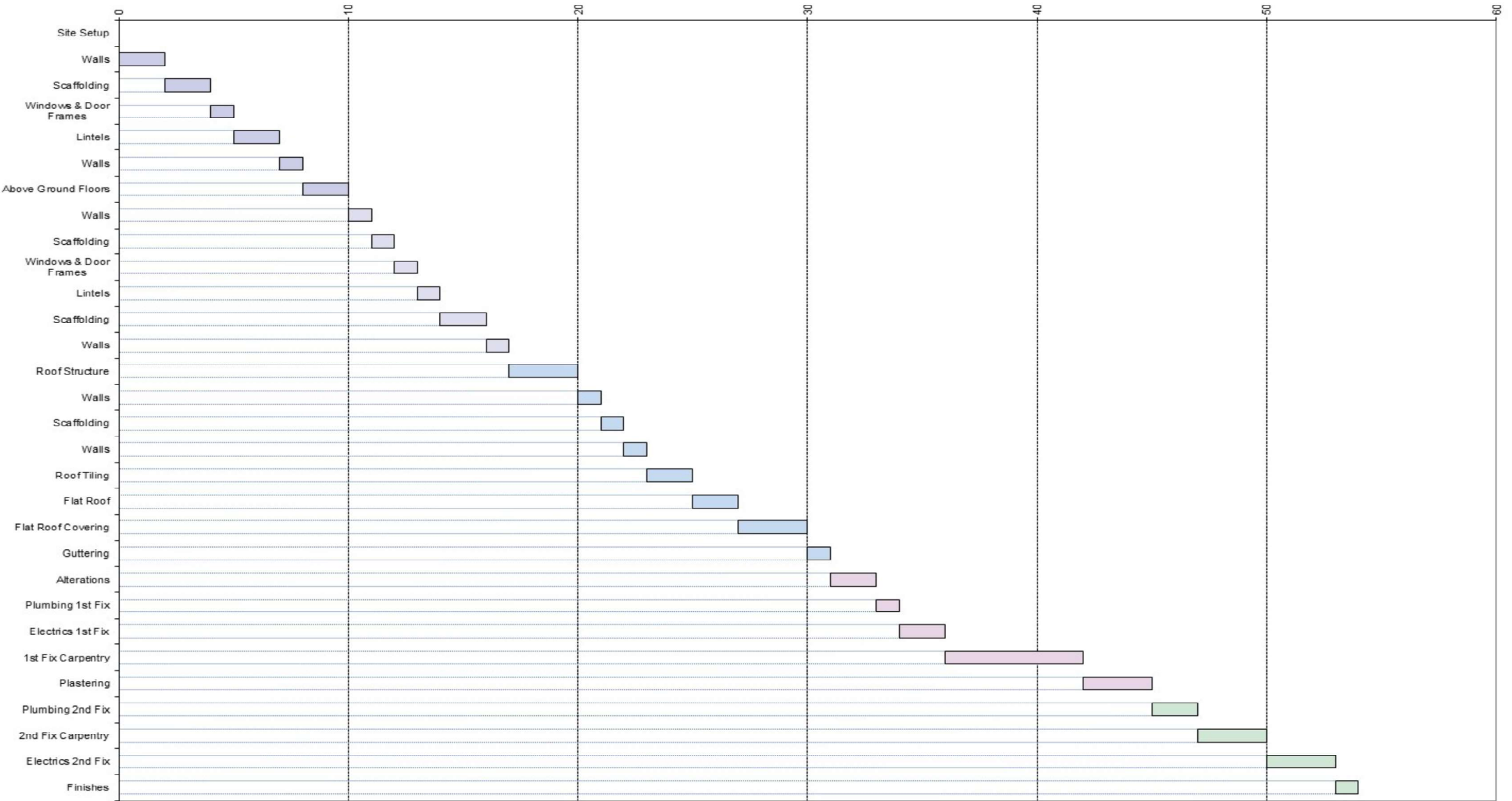
VAT: £1,207.03

Total: £7,242.20

# WORK SCHEDULE



# Work Schedule



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



**YOUR NOTES:**

**YOUR LOGO HERE**