ESTIMATE & BID TEMPLATE

Prepare a consistent scope and price summary. This worksheet is not a construction contract.

PROJECT / JOB NUMBER

PREPARED BY / DATE

CLIENT / OWNER

PROJECT ADDRESS

SCOPE BY WORK PACKAGE

Work package / deliverable	Qty / unit	Unit rate	Amount
Preparation / protection			
Demolition / disposal			
Framing / rough work			
Plumbing / electrical / HVAC			
Finishes / fixtures			
Other			

Amounts = quantity x unit rate, or note a lump sum. Do not add markup twice. Retainage affects billing, not the agreed price.

PRICE SUMMARY

Pricing component	Amount
Direct costs subtotal	
Overhead / profit (define basis)	
Applicable tax (rate / taxable basis)	
Total estimate	

General template only. Not legal advice. Check the contract and applicable local requirements.

ESTIMATE & BID TEMPLATE

Define assumptions before the customer compares bids. All prices and dates require project-specific review.

PROJECT / JOB NUMBER

UPDATED BY / DATE

INCLUDED WORK / MEASURABLE COMPLETION STANDARD

EXCLUDED WORK / OWNER-SUPPLIED WORK

ALLOWANCES AND PRICING ASSUMPTIONS

Item / allowance basis	Included amount	Selection deadline

ESTIMATE VALID THROUGH

PROPOSED START / DURATION

UNKNOWN CONDITIONS / ACCESS / SCHEDULE ASSUMPTIONS

Before acceptance: confirm required license disclosures, taxes, insurance, contract terms and applicable consumer-protection rules. Use a separate project contract for acceptance and binding terms.

General template only. Not legal advice. Check the contract and applicable local requirements.