

WHAT TO LOOK FOR IN A GOOD ESTIMATE

WHAT TO INCLUDE		WHY	
Full name & address of company No P.O.boxes	ABC Home Improvements 5555 Lee Rd. Shaker Hts., OH 44120	Andrew Reed 216-555-1155 (Office) 216-555-1156 (Cell)	Critical so that you know who to call and where to find them physically.
Date of estimate	Date: 1/5/2011		Important reference in case there are changes in project
Customer full name, address & phone number	PROPOSAL SUBMITTED TO	WORK TO BE PERFORMED AT	So contractor knows how to contact homeowner & the correct address for delivery of materials
	Robert Smith 1234 Lee Rd Shaker Heights, OH 44120 216-555-6789	1234 Lee Rd. Shaker Heights, OH 44120	
Itemized description of work, work location & cost	SCOPE OF WORK		The more detail the better, so that there is no confusion over what is to be done, & costs per item
	1. Scrape & Paint window sashes (south side)	\$200.00	
	2. Scrape & Paint entry door (front)	\$100.00	
	3. Replace damaged gutter (front 2nd floor)	\$100.00	
	Total Cost	\$400.00	
Include any additional information on project, including warranties, who provides materials & pulls permits, how payment will be made, deadlines, etc.	SPECIAL INSTRUCTIONS		Clarifies what costs are included in estimate.
	Paint provided by Homeowner (if using City Paint Program); All other materials supplied by Contractor		The person that does the work should get the permit
	Contractor will obtain all permits and inspections.		Warranty protects you if the work fails.
	X year warranty for all materials and labor (depends on type of work).		Clarifies deadlines
	This project will be completed in 10 business days from start of work.		Important in case of price increases
	This estimate valid for 6 months.		Ensures your satisfaction
	Final payment upon job approval not job completion.		Prevents confusion about any changes
	WRITTEN APPROVAL OF HOMEOWNER REQUIRED FOR ANY CHANGES TO SCOPE OF WORK		
	<u>Andrew Reed</u> <u>1/14/2011</u> Contractor signature Date	<u>Robert Smith</u> <u>1/14/2011</u> Homeowner signature Date	Estimate not valid unless signed & dated by contractor