

CONSTRUCTION COST ESTIMATE

Estimate number: [number]

Date issued: [date]

Valid until: [date]

Contractor: [company legal name]

License or registration no.: [number]

Address: [street, city, state, ZIP]

Phone / email: [contact details]

Client: [client's full legal name]

Address: [street, city, state, ZIP]

Phone / email: [contact details]

Project address: [street, city, state, ZIP]

Project name: [for example, "Detached two-car garage"]

1. Scope of Work

This estimate covers the following work: [describe the work in plain language, room by room or phase by phase, with drawing references if any].

2. Materials

Item	Quantity	Unit	Unit price	Total
[item, grade, size]	[qty]	[ea / sq ft / lf / cy]	[\$]	[\$]
[item]	[qty]	[unit]	[\$]	[\$]
[item]	[qty]	[unit]	[\$]	[\$]
Delivery	[qty]	[trip]	[\$]	[\$]
Materials subtotal				[\$]

3. Labor (Contractor's own crew)

Task or trade	Hours	Rate	Total
[demolition]	[hrs]	[\$ / hr]	[\$]
[framing]	[hrs]	[\$ / hr]	[\$]

Task or trade	Hours	Rate	Total
[finish carpentry]	[hrs]	[\$ / hr]	[\$]
Labor subtotal			[\$]

4. Subcontractors

Trade	Scope	Amount	Firm bid or budget figure
[electrical]	[scope]	[\$]	☐ Firm ☐ Budget
[plumbing]	[scope]	[\$]	☐ Firm ☐ Budget
[HVAC]	[scope]	[\$]	☐ Firm ☐ Budget
Subcontractors subtotal		[\$]	

5. Equipment and Site Costs

Item	Duration or quantity	Total
[dumpster]	[number of hauls]	[\$]
[equipment rental]	[days]	[\$]
[temporary facilities]	[weeks]	[\$]
Equipment and site subtotal		[\$]

6. Permits and Fees

Permit or fee	Who applies	Estimated amount
Building permit	☐ Contractor ☐ Client	[\$]
[plan review / inspections]	☐ Contractor ☐ Client	[\$]
[utility connection fee]	☐ Contractor ☐ Client	[\$]
Permits and fees subtotal		[\$]

Permit fees are estimates. If the permitting office charges a different amount, the actual fee will be billed at cost.

7. Allowances

These amounts are placeholders for items the Client has not yet selected. The final price will be adjusted up or down to the actual cost of the item chosen, plus [percentage]% markup ☐ / no markup ☐.

Allowance item	Allowance amount
[tile, per sq ft or total]	[\$]
[light fixtures]	[\$]
[appliances]	[\$]
Allowances subtotal	[\$]

8. Estimate Summary

	Amount
Materials	[\$]
Labor	[\$]
Subcontractors	[\$]
Equipment and site	[\$]
Permits and fees	[\$]
Allowances	[\$]
Direct cost subtotal	[\$]
Overhead and profit ([percentage]%)	[\$]
Contingency ([percentage]%)	[\$]
Sales tax, if applicable	[\$]
Estimated total	[\$]

How the contingency is used: The contingency covers unforeseen conditions within the scope above, such as [hidden rot or damaged framing]. Contractor will tell the Client before using it and will show the amount used on the next invoice. ☐ Unused contingency is not billed. ☐ Other: [describe].

9. Exclusions

This estimate does not include:

- [for example, landscaping or lawn repair]
- [interior paint]
- [removal of hazardous materials, such as asbestos or lead, if found]
- [anything else]

10. Assumptions

This estimate assumes:

- [normal soil conditions and no rock excavation]
- [the Client clears the work area before the start date]
- [work performed during normal weekday hours]
- [anything else the price depends on]

If an assumption turns out to be wrong, the price and schedule may need to change through a written change order.

11. Validity and Price Changes

This estimate is valid until the date at the top. After that, Contractor may revise it before the Client accepts. Once accepted, the price changes only through a written change order signed by both parties, or as described in Sections 7 and 8.

12. Proposed Schedule and Payment

Estimated start: [date or "within [number] weeks of acceptance"]. Estimated duration: [number] working days, weather and permit timing allowing.

Proposed payment terms if accepted: deposit of [\$ amount or percentage] on acceptance (not more than any limit set by state or local law), then [progress payments tied to milestones], and the balance on completion.

13. What Acceptance Means

By signing below, the Client accepts this estimate and authorizes Contractor to proceed as follows (tick one):

- ☐ Contractor will prepare a written construction contract based on this estimate. No work starts until that contract is signed.
- ☐ This estimate, including Sections 11 to 14, is the agreement between the parties for this work.

If the Client signs this at the Client's home and the FTC Cooling-Off Rule or a state home solicitation law applies, Contractor will give the Client the required notice of cancellation, and the Client may cancel within the period that law allows.

14. General Terms

Changes. Any change to scope or price must be in writing and signed by both parties.

Governing law. The laws of the State of [State] govern this estimate.

Electronic signatures. The parties agree this agreement may be signed electronically and in counterparts, and an electronic signature has the same effect as a handwritten one.

Signatures

Contractor

Signature: _____

Name: [full name]

Date: [date]

Client (acceptance)

Signature: _____

Name: [full name]

Date: [date]