

## Example of how to request a quote

**Mr & Mrs Homeowner**  
**10 Main Street**  
**Yourtown**  
**YT98 7CD**

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**Doright Roofing**  
 1 High Street  
 Clearview  
 CL10 3AB

10 May 2017

Dear Sirs

I would be grateful to receive your quote for repairs to the north facing roof at my property. I have listed the required works in a table below.

Please price each item individually and allow for submitting a specification of all materials allowed for in your price.

Please also provide examples of previous works undertaken by your company and details of your guarantee for works which would be carried out on my property.

If your quote is successful I will ask to see copies of your insurance, health & safety policy, risk assessments and construction phase plan.

I look forward to hearing from you.

Yours faithfully  
*A. Homeowner*

**List of works required**

Item	Description of work	Cost (£)
1	Erect scaffolding to safely access the roof	£
2	Remove defective slates and re-slate the roof	£
3	Remove defective lead flashings and replace	£
4	Allow provisional sum or rates for unforeseen repairs	£
	<b>SUM TOTAL</b>	<b>£</b>

A quote is a fixed price offer. An estimate is an approximate price but isn't binding. An estimate may be submitted if the extent of work cannot be determined until on site.

Ask for details and a specification of materials to be used as this may be important if your building is listed or in a conservation area.

It may be useful to see examples of similar works the company has undertaken. Ask about a guarantee. Some companies can offer insurance backed guarantees (IBGs)

Appropriate insurance, a Health & Safety policy, risk assessments and a Construction Phase Plan are all legal requirements.

Decide what repairs you want carried out and where possible list each item separately.

Request separate costs for each item with a sum total. If variations or extra work are required after work starts the revised costs will be easier to understand.

Try to break the work down into logical items such as building elements, elevations, roofs or areas.


Always list scaffolding separately so you know what the actual repair works cost.

Be aware that the sum total may depend on all the described works being carried out. You may not be able to 'cherry pick'.

## Example of a poorly written quote

<p>Without a business address it is difficult to check if the contractor is reputable. If there are problems with the work it may be difficult to contact them.</p>	<p><b>The Local Roofing Company</b> aroofer@internet.com 07123456789</p>
<p>Is this a quote or an estimate? A quote is a fixed price offer. An estimate is an approximate price but isn't binding.</p>	<p>Mr &amp; Mrs Homeowner 10 Main Street Yourtown YT98 7CD</p>
<p>The description of work is not itemised and does not include details of quantities or materials to be used.</p>	<p>01 June 2017</p>
<p>There is no breakdown of costs. For example how much of the total cost relates to scaffolding? Is VAT included?</p>	<p><b>Price for roofing works at 10 Main Street, Yourtown, YT98 7CD</b></p>
<p>Think very carefully before agreeing to pay anything in advance. If the contractor goes out of business or fails to return it will be very difficult to recoup your money.</p>	<p>Further to our meeting we are pleased to quote for the roofing works at your property as discussed.</p>
<p>Is the contractor VAT registered? Are they insured? Are they fully compliant with Health &amp; Safety law?</p>	<p>Removing and replacing roof slates including underslate felt and flashings. Scaffolding is included.</p>
<p>Is the contractor a member of a recognised trade association? Do they offer any guarantees? Is it possible to seek out references?</p>	<p><u>All for £7,500</u></p>
	<p>50% of the total cost is required in advance with the remaining balance on completion.</p>
	<p>We look forward to hearing from you.</p>
	<p>Yours sincerely <i>The Local Roofing Company</i></p>

## Example of a well written quote



**DORIGHT ROOFING**  
 1 High Street, Clearview, CL10 3AB  
 Telephone: 07894561230 Email: contact@doright.com  
 Website: www.doright.com

A business address and contact details are important for effective communication. A website is not vital but may provide additional background information.

Mr & Mrs Homeowner  
 10 Main Street  
 Yourtown  
 YT98 7CD

01 June 2017

A quote is a fixed price offer. An estimate is an approximate price but isn't binding. The period this quote is open for acceptance is clearly stated.

**Quote for roofing works at 10 Main Street, Yourtown, YT98 7CD**  
**Valid for 3 months from the date above**

Further to our meeting we are pleased to quote for the roofing works at your property as discussed. We have allowed for carrying out repairs to north facing roof pitch.

Item	Description of work	Cost ex VAT
1)	Erect access scaffolding to north elevation. Boarded top lift only. Top lift fitted with debris netting. Dismantle on agreed completion of works.	2,600.00
2)	Remove existing defective zinc ridges and lead valleys and flashings.	400.00
3)	Strip existing slates. Approximate area 50 sq/m.	1000.00
4)	Supply and fit new breathable underslating membrane.	300.00
5)	Supply and fit new slates to match the existing Scots slate.	2700.00
6)	Supply and fit new zinc ridges and lead valleys and flashings.	500.00
7)	Tidy site and remove all waste material and debris to registered waste carrier.	200.00
<b>Total excluding VAT (standard rate 20%)</b>		<b><u>£ 7,700.00</u></b>

The description of work is itemised with a breakdown of costs. If variations or extra work are discussed the revised costs are easier to understand.

All new lead work to comply with the Code of Practice for lead sheet roofing and cladding (BS6915) as illustrated and detailed in the Lead Sheet Manual issued by the Lead Sheet Association. Replacement slates to be reclaimed Scots slate.

VAT is clearly defined. Costs are often quoted excluding VAT. Invoices must include total VAT and the rate of VAT charged per item.

Copies of our public liability insurance, health & safety policy, risk assessments and construction phase plan are available on request. Examples of previous works carried out by our company are enclosed.

Materials are specified and appropriate relevant codes of practice are stated. Quantities provide further clarification of what is being priced.

Completed work is protected by an insurance backed guarantee (IBG) arranged by the Roofing Federation and our quote includes the additional cost of this policy.

Appropriate insurance, a Health & Safety policy, risk assessments and a Construction Phase Plan are all legal requirements.

We look forward to hearing from you.

An Insurance Backed Guarantee (IBG) means the work will be covered against defects for the agreed term even if the contractor is unable (or unwilling) to attend.

Yours sincerely  
*Doright Roofing*

VAT numbers can be checked for legitimacy. Trade associations may provide protection such as guarantees. Social media may provide customer references.

VAT Registration No.  
012 3456 78

Member of the  
Roofing Federation

