

PROJECT2REALITY

Builder Quote Preparation Checklist - UK homeowner edition

Use this checklist to organise the same core information before asking builders or tradespeople to quote. It is a homeowner preparation tool, not a technical specification or substitute for professional drawings or approvals where required.

1. Define the job

- ☐ Write a short project summary: what you want to change and the outcome you want.
- ☐ List the rooms/areas affected and the work you expect to be included.
- ☐ Identify anything that must remain, be protected, reused or removed.
- ☐ Separate must-haves from optional items or later phases.

2. Provide the same project information to each bidder

- ☐ Current drawings, plans or specifications, if available.
- ☐ Approximate dimensions or measurements for early-stage discussions; professional measurements where the project requires them.
- ☐ Planning permission, Building Regulations/building control information or other approvals, where relevant.
- ☐ Photographs that show the existing space and any access constraints.

3. Make materials and finishes clear

- ☐ List products, fixtures, appliances and finishes already chosen.
- ☐ Where an item is not yet chosen, state that an allowance is required rather than leaving it undefined.
- ☐ Confirm who is expected to supply each major product or material.
- ☐ Note any brand, quality, colour, finish or performance requirements that matter to you.

4. Explain practical constraints

- ☐ Preferred or required start period and any deadline that matters.
- ☐ Site access, parking, working-hour, neighbour or delivery restrictions you already know about.
- ☐ Whether the property will be occupied during the work.
- ☐ Any known electrical, plumbing, heating, drainage, structural or asbestos information that is relevant - and use appropriate specialists where needed.

5. Ask the quote to show

- ☐ The full scope of work and a breakdown of major labour/material elements.
- ☐ VAT status and whether VAT is included in the total.
- ☐ Fixtures, finishes and materials included in the price.
- ☐ Anything specifically excluded.
- ☐ Allowances, provisional sums or uncertain costs.
- ☐ Waste removal, making good, decorating and responsibility for specialist trades.
- ☐ Expected start date, duration and payment stages.
- ☐ How changes/variations will be approved and priced.

6. Compare like-for-like

- ☐ Give every builder or tradesperson the same current information pack.

- [] Compare inclusions, exclusions and assumptions - not just the bottom-line price.
- [] Ask questions where wording is unclear before accepting a quote.
- [] Check relevant experience, references, insurance and who will manage the work.
- [] Keep the accepted quote, specification and agreed changes in writing.

Quick quote-comparison notes

Item	Builder / Trade 1	Builder / Trade 2	Builder / Trade 3
Total incl. VAT			
Key exclusions			
Allowances / provisional costs			
Start / duration			
Payment stages			
Insurance / references checked			

Further UK guidance: Federation of Master Builders (FMB) guidance on choosing a builder and comparing detailed written quotes;
Citizens Advice guidance on getting written quotes before home-improvement work.

Project2Reality can help organise a homeowner brief, indicative budget information, visual concepts and quote-preparation questions. It does not obtain, validate or guarantee contractor quotations, and does not replace architects, engineers, surveyors, building control or qualified tradespeople where those services are required.

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