

The 12-point quote check

Check every trade quote against these 12 points before you sign. If a point is missing, ask for it in writing.

Every quote should show 12 POINTS

- | | |
|--|---|
| 01 ☐ Your details and the site address
It names you, the site and the date, and says how long the price holds. | 07 ☐ Allowances, clearly marked
Provisional sums and prime cost items are estimates, not fixed prices. Know which is which. |
| 02 ☐ The exact scope
What is included, tied to the drawing numbers and revision it was priced from. | 08 ☐ GST
Whether the price includes GST. |
| 03 ☐ What's excluded
Exclusions written down, so nothing is "assumed" later. | 09 ☐ Payment stages
A small deposit, then payments tied to finished work you can check. |
| 04 ☐ Who supplies what
Materials, fixings, bins, scaffold, access equipment and power: theirs or yours. | 10 ☐ Timing
The start date, how long it takes, and what must be ready before they start. |
| 05 ☐ Preparation and making good
Site prep, protecting your work, cleaning up, and fixing what they disturb. | 11 ☐ Variations
How changes are priced, and that they are agreed in writing before the work. |
| 06 ☐ Quantities or rates
Square metres, lineal metres or item counts, so you can check the maths. | 12 ☐ Licence, insurance and warranty
Their licence or registration number, public liability insurance, and how defects get fixed. |

Red flags STOP AND ASK

- | | |
|---|---|
|  A big deposit before any work starts |  One lump sum with no breakdown |
|  "Allow for" items with no amounts |  No exclusions listed at all |
|  Pressure to sign today |  A price far below the other quotes for the same scope |

Compare like with like. Write one scope and ask every trade to price it. Quotes for the same job that are miles apart usually cover different work.