DraftTakeoff

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DRAFT QUOTATION PACK

Rev A · 28 Sep 2026

Maple Street Community Hall

Prepared for	SAMPLE CONTRACTOR (fictional)
Document ID	gt-maple-street-hall-260928-0209
Basis documents	plans.pdf (16 sheets, drawn by DraftTakeoff)
Drawing sheets	16 drawing sheets in the set: 14 billed drawing sheets and 2 cover and general-notes sheets read free — listed sheet by sheet on the Drawing Register
Prepared by	DraftTakeoff — automated first-draft takeoff and bid-screening reports
Deliverable tier	FIRST DRAFT — starting point for your own estimate, not a final takeoff
Units	Imperial
Classification standard	CSI MasterFormat divisions
Date issued	28 Sep 2026
Revision	A — initial issue
Checked by	[reviewer's initials and date — before you rely on it]

Revision record

Rev	Date	Description	By
A	28 Sep 2026	Initial issue	DraftTakeoff

SAMPLE CONTRACTOR (fictional)

[street address · city, state ZIP]

[telephone · email · license no.]

Your letterhead goes here: type over the three yellow lines above, or paste your logo over them (Insert > Picture).

QUOTATION

DRAFT QUOTATION - as far as the takeoff can take it from your drawings. The rest is yours to finish: 8 lines still have no rate (out of 90 measured), so the TOTAL below counts only the lines priced so far. Any rate we filled in is our starting rate, not yours: check each one. The checklist at the end of this page names the lines to finish. Delete this notice before you send.

Quotation no.	[ ]	Date	28 Sep 2026
To	[client name]	Valid for	[30] days
Attention	[name, title]	Your ref	[ ]
Project	Maple Street Community Hall		
Drawings	plans.pdf		

Thank you for the opportunity to price this project. We are pleased to submit our quotation for the works set out below, measured from the drawings named above. The attached bill of quantities gives every item, quantity and rate behind these figures.

Works	Detail	Amount (USD)
Structural	23 items	255,154.80
Architectural	46 items	280,293.69
Plumbing	5 items	38,694.00
Electrical	7 items	42,676.80
HVAC	3 items	74,616.00
Sitework	6 items	73,809.41
Direct works		**765,244.70**
Preliminary & temporary works — site establishment	1 of 8 items priced	21,426.29
Site expenses	7 of 11 items priced	112,836.48
Indirect works — total of the lines above	*17,480.40/month x 4.2 months + 60,845.09 one-time; % of direct once priced*	**134,262.77**
Subtotal before tax		**899,507.47**
Less: special discount		
NET before tax		**899,507.47**
Sales Tax		—
TOTAL OF PRICED LINES ONLY		**899,507.47**
Amount in words	[write the total in words]	

Payment schedule

Stage	% of total	Amount (USD)
Advance payment on signing (only where the contract provides one)	0.0%	—
Sitework works complete	9.2%	82,454.10
Structural works complete	31.7%	284,957.96
Architectural works complete	34.8%	312,898.36
Plumbing works installed and tested	4.8%	43,235.00
HVAC works installed and tested	9.3%	83,308.55
Electrical works installed and tested	5.3%	47,678.12
Substantial completion — retainage released (first part)	2.5%	22,487.69
End of the warranty period — balance of retainage	2.5%	22,487.69
Total	**100.0%**	**899,507.47**

Terms

1. Construction period as agreed in the contract; this quotation does not fix a schedule.

2. Retainage of 5% is withheld from each progress payment; 50% of it is released at substantial completion and the balance at the end of the warranty period.

3. Changes to the work are priced and agreed in writing before the work is carried out.

4. This quotation covers the items listed in the attached bill of quantities. Anything not listed is excluded.

5. Quantities are measured from the drawings named above and are to be verified against the full set before the works are ordered.

Yours sincerely,

[name]
[position]
for and on behalf of SAMPLE CONTRACTOR (fictional)

SAMPLE CONTRACTOR (fictional)

DRAFT CHECKLIST - what was left for you when this was delivered. Delete this section before you send.

No rate yet - 8 of 90 lines. Price them on the Takeoff sheets (the yellow cells):

- Concrete to tie columns T1, 12 in x 12 in (Structural)

- Reinforcement to slab on grade (Structural)

- Reinforcement to tie columns T1, #4 bars and ties (Structural)

- Vertical reinforcement to grouted masonry cells (Structural)

- Ceramic wall tile, full height behind sanitary fixtures, toilets (Architectural)

- Toilet compartments, accessories and signage (Architectural)

- Dumpster enclosure screen — construction and height not shown (Sitework)

- Site and parking lot lighting — BY OTHERS per G-002 (Sitework)

Our starting rate - 82 lines. These are starting rates from the Pricing Basis sheet, not your costs: check each one (the orange cells on the Takeoff sheets).

Low-confidence quantity - 17 lines. Check the quantity against the drawings before you price it (the Confidence Report says why):

- Concrete to tie columns T1, 12 in x 12 in (Structural)

- Reinforcement to slab on grade (Structural)

- Reinforcement to tie columns T1, #4 bars and ties (Structural)

- Grout to reinforced masonry cells at 48 in on center, 2,000 psi (Structural)

- Vertical reinforcement to grouted masonry cells (Structural)

- Concrete masonry unit parapet upstand above eave, 8 in, from 14'-0 to 15'-6 (Architectural)

- Rigid board insulation R-13 in exterior wall cavity, continuous (Architectural)

- Stainless steel brick veneer ties (Architectural)

- Masonry control joint, full height of wall including parapet, sealed both faces (Architectural)

- Metal furring to interior face of exterior wall, lobby, kitchen and toilets (Architectural)

- Gypsum board lining, 5/8 in, to furred exterior wall, lobby, kitchen and toilets (Architectural)

- Ceramic wall tile, full height behind sanitary fixtures, toilets (Architectural)

- Paint to outer face of parapet upstand, two coats over primer (Architectural)

- Paint to exposed roof deck soffit, joists and structure, two coats over primer (Architectural)

- Toilet compartments, accessories and signage (Architectural)

- Dumpster enclosure screen — construction and height not shown (Sitework)

- Site and parking lot lighting — BY OTHERS per G-002 (Sitework)

Maple Street Community Hall

PRICED BILL OF QUANTITIES

Rates are SELLING rates: they carry the waste/lap allowance and the markups set on the Takeoff sheets. Your cost and your margin appear nowhere on this sheet. A line with no rate prints blank - check every rate before you attach this bill. Every figure is linked - change a unit cost on a Takeoff sheet and this bill follows.

#	Description	Unit	Qty	Material rate (USD)	Material amount (USD)	Labor rate (USD)	Labor amount (USD)	Amount (USD)
	Structural							
1	Machine excavation for spread footings F1, 4 ft 0 in x 4 ft 0 in x 1 ft 4 in deep	CY	32.51	29.82	969.41	12.78	415.46	1,384.87
2	Machine trench excavation for strip footing SF1, 2 ft 6 in wide x 1 ft 6 in deep	CY	50.83	34.02	1,729.26	14.58	741.11	2,470.37
3	Backfill and compaction to footing excavations, selected excavated material	CY	38.15	22.68	865.34	9.72	370.86	1,236.20
4	Compacted granular base, 4 in thick, under slab on grade	CY	39.51	65.94	2,605.04	28.26	1,116.44	3,721.48
5	Concrete to spread footings F1, 3,000 psi	CY	11.85	368.34	4,365.51	157.86	1,870.93	6,236.44
6	Concrete to strip footing SF1, 3,000 psi	CY	33.33	368.34	12,277.99	157.86	5,261.99	17,539.98
7	Concrete slab on grade, 5 in thick, 4,000 psi	CY	49.38	263.76	13,025.18	113.04	5,582.22	18,607.40
8	Concrete to tie columns T1, 12 in x 12 in	CY	—			SUB-QUOTE		
9	Formwork to sides of spread footings F1	SF	320.00	10.00	3,200.00	4.28	1,369.60	4,569.60
10	Formwork to sides of strip footing SF1	SF	720.00	10.00	7,200.00	4.28	3,081.60	10,281.60
11	Edge formwork to slab on grade, 5 in deep	SF	100.00	11.12	1,112.00	4.76	476.00	1,588.00
12	Vapor retarder, 10 mil, under slab on grade	SF	3,200.00	0.90	2,880.00	0.38	1,216.00	4,096.00
13	Reinforcement to spread footings F1, #5 bars, ASTM A615 grade 60	LB	613.92	1.85	1,135.74	0.79	484.99	1,620.73
14	Reinforcement to strip footing SF1, #5 bars, ASTM A615 grade 60	LB	841.94	1.85	1,557.59	0.79	665.13	2,222.72
15	Reinforcement to slab on grade	LB	—			SUB-QUOTE		
16	Reinforcement to tie columns T1, #4 bars and ties	LB	—			SUB-QUOTE		
17	8 in concrete masonry bearing wall, ASTM C90 normal weight, f'm 2,000 psi	SF	2,855.00	25.62	73,145.10	10.98	31,347.90	104,493.00
18	Grout to reinforced masonry cells at 48 in on center, 2,000 psi	CY	6.09	443.10	2,699.17	189.90	1,156.79	3,855.96
19	Vertical reinforcement to grouted masonry cells	LB	—			SUB-QUOTE		
20	Open web steel joists 24K7, 40 ft 0 in span	LB	7,458.00	2.81	20,956.98	1.20	8,949.60	29,906.58
21	Structural steel beams W12x26 over openings, ASTM A992	LB	2,288.00	3.30	7,550.40	1.42	3,248.96	10,799.36
22	Steel angle lintels L4x4x1/4 over masonry openings, ASTM A36	LB	774.40	3.82	2,958.21	1.63	1,262.27	4,220.48

#	Description	Unit	Qty	Material rate (USD)	Material amount (USD)	Labor rate (USD)	Labor amount (USD)	Amount (USD)
23	Steel roof deck, 1-1/2 in type B, 22 gauge	SF	3,200.00	5.75	18,400.02	2.47	7,904.01	26,304.03
	Subtotal - Structural				**178,632.94**		**76,521.86**	**255,154.80**
	Architectural							
24	Concrete masonry unit parapet upstand above eave, 8 in, from 14'-0 to 15'-6	SF	360.00	14.83	5,338.80	6.36	2,289.60	7,628.40
25	Face brick veneer, 3-5/8 in, running bond, to 3'-4 above finished floor	SF	726.67	25.87	18,798.87	11.09	8,058.73	26,857.60
26	Rigid board insulation R-13 in exterior wall cavity, continuous	SF	2,786.00	3.36	9,360.96	1.44	4,011.84	13,372.80
27	Stainless steel brick veneer ties	ea	408.75	2.64	1,079.11	1.13	461.89	1,541.00
28	Masonry control joint, full height of wall including parapet, sealed both faces	LF	217.00	7.04	1,527.68	3.01	653.17	2,180.85
29	TPO single ply roof membrane, 60 mil, mechanically fastened	SF	3,200.00	6.17	19,744.00	2.64	8,448.00	28,192.00
30	Polyisocyanurate roof insulation R-30, two layers staggered	SF	3,200.00	4.76	15,232.00	2.04	6,528.00	21,760.00
31	Vapor retarder under roof insulation	SF	3,200.00	0.94	3,008.00	0.40	1,280.00	4,288.00
32	Prefinished metal coping to parapet	LF	240.00	19.20	4,608.00	8.23	1,975.20	6,583.20
33	Aluminum storefront door, pair, 6'-0 x 7'-0, insulated glazing	ea	2.00	5,145.00	10,290.00	2,205.00	4,410.00	14,700.00
34	Hollow metal door, single, 3'-0 x 7'-0, 90 minute fire rated, with frame	ea	4.00	1,512.00	6,048.00	648.00	2,592.00	8,640.00
35	Solid core wood door, 3'-0 x 7'-0, in hollow metal frame	ea	5.00	1,024.80	5,124.00	439.20	2,196.00	7,320.00
36	Insulated sectional overhead door, 10'-0 x 10'-0	ea	1.00	3,885.00	3,885.00	1,665.00	1,665.00	5,550.00
37	Aluminum fixed window, thermally broken, 6'-0 x 5'-0	ea	10.00	1,260.00	12,600.00	540.00	5,400.00	18,000.00
38	Aluminum fixed window, thermally broken, 3'-0 x 5'-0	ea	6.00	806.40	4,838.40	345.60	2,073.60	6,912.00
39	Aluminum awning window, 3'-0 x 2'-0, obscure glazing	ea	4.00	630.00	2,520.00	270.00	1,080.00	3,600.00
40	Door hardware set HW-1: storefront pair, panic exit device, closer, threshold	set	2.00	2,112.60	4,225.20	905.40	1,810.80	6,036.00
41	Door hardware set HW-2: rated single, lockset, closer, seals, wall stop	set	4.00	1,134.00	4,536.00	486.00	1,944.00	6,480.00
42	Door hardware set HW-3: single, passage set, 3 hinges, wall stop	set	5.00	499.80	2,499.00	214.20	1,071.00	3,570.00
43	Door hardware set HW-4: overhead door, manual chain hoist, slide bolt	set	1.00	680.40	680.40	291.60	291.60	972.00
44	Sealed concrete floor finish, two coats penetrating sealer	SF	2,130.75	1.44	3,068.28	0.62	1,321.07	4,389.35
45	Porcelain floor tile 12x24	SF	442.25	9.13	4,037.71	3.91	1,729.18	5,766.89

#	Description	Unit	Qty	Material rate (USD)	Material amount (USD)	Labor rate (USD)	Labor amount (USD)	Amount (USD)
46	Quarry floor tile	SF	308.05	10.69	3,293.10	4.58	1,410.89	4,703.99
47	Coved quarry tile skirting base to kitchen	LF	69.51	14.34	996.78	6.14	426.79	1,423.57
48	Coved porcelain tile skirting base to toilets	LF	77.02	12.67	975.86	5.44	418.99	1,394.85
49	Resilient skirting base, 4 in	LF	284.58	3.97	1,129.80	1.70	483.79	1,613.59
50	Interior partition framing, 3-5/8 in metal stud at 16 in o.c., full height to underside of roof structure	SF	1,715.00	3.74	6,414.10	1.61	2,761.15	9,175.25
51	Gypsum board, 5/8 in type X, to interior partitions, both faces, taped ready to decorate	SF	3,430.00	3.36	11,524.80	1.44	4,939.20	16,464.00
52	Sound attenuation batt insulation in toilet and kitchen partitions	SF	1,463.00	1.21	1,770.23	0.52	760.76	2,530.99
53	Prepare and make good exposed concrete masonry interior wall face ready to decorate, main hall, store and plant	SF	2,288.00	0.94	2,150.72	0.40	915.20	3,065.92
54	Metal furring to interior face of exterior wall, lobby, kitchen and toilets	SF	258.00	2.58	665.64	1.10	283.80	949.44
55	Gypsum board lining, 5/8 in, to furred exterior wall, lobby, kitchen and toilets	SF	258.00	2.58	665.64	1.10	283.80	949.44
56	Fiberglass reinforced panel wall lining to 8'-0, kitchen	SF	524.58	5.74	3,011.11	2.46	1,290.48	4,301.59
57	Ceramic wall tile to 4'-0 high, toilets	SF	308.08	9.52	2,932.96	4.08	1,256.98	4,189.94
58	Ceramic wall tile, full height behind sanitary fixtures, toilets	SF	—			SUB-QUOTE		
59	Suspended acoustic ceiling tile 2x2 at 9'-0 above finished floor, lobby	SF	199.30	4.56	908.83	1.96	390.64	1,299.47
60	Vinyl faced acoustic ceiling tile 2x2 at 9'-0 above finished floor, kitchen	SF	308.05	5.15	1,586.48	2.21	680.80	2,267.28
61	Gypsum board ceiling at 9'-0 above finished floor, toilets	SF	242.94	4.37	1,061.66	1.87	454.30	1,515.96
62	Paint to exterior concrete masonry above brick band, two coats over primer	SF	2,059.33	1.31	2,697.73	0.56	1,153.23	3,850.96
63	Paint to outer face of parapet upstand, two coats over primer	SF	360.00	1.31	471.60	0.56	201.60	673.20
64	Paint to interior concrete masonry wall face, two coats over primer, main hall, store and plant	SF	2,288.00	1.31	2,997.28	0.56	1,281.28	4,278.56
65	Paint to gypsum board wall surfaces, two coats over primer	SF	2,855.34	1.31	3,740.50	0.56	1,598.99	5,339.49
66	Paint to exposed roof deck soffit, joists and structure, two coats over primer	SF	2,130.75	1.31	2,791.28	0.56	1,193.22	3,984.50
67	Paint to gypsum board ceilings, two coats over primer, toilets	SF	242.94	1.31	318.25	0.56	136.05	454.30
68	Toilet compartments, accessories and signage	ea	—			SUB-QUOTE		

#	Description	Unit	Qty	Material rate (USD)	Material amount (USD)	Labor rate (USD)	Labor amount (USD)	Amount (USD)
69	Exposed tee suspension grid for 2x2 lay-in ceiling tile, lobby and kitchen	SF	507.41	2.11	1,070.64	0.90	456.67	1,527.31
	Subtotal - Architectural				**196,224.40**		**84,069.29**	**280,293.69**
	Plumbing							
70	Water closet, floor mounted, flush valve (mark WC)	EA	6.00	1,579.20	9,475.20	676.80	4,060.80	13,536.00
71	Lavatory, wall hung, sensor faucet (mark LAV)	EA	6.00	1,407.00	8,442.00	603.00	3,618.00	12,060.00
72	Urinal, wall hung (mark UR)	EA	2.00	1,331.40	2,662.80	570.60	1,141.20	3,804.00
73	Kitchen sink, three compartment (mark SK)	EA	1.00	3,145.80	3,145.80	1,348.20	1,348.20	4,494.00
74	Water heater, 80 gal electric (mark WH)	EA	1.00	3,360.00	3,360.00	1,440.00	1,440.00	4,800.00
	Subtotal - Plumbing				**27,085.80**		**11,608.20**	**38,694.00**
	Electrical							
75	2x4 LED troffer, 40W, 4000K (mark L1)	EA	34.00	283.50	9,639.00	121.50	4,131.00	13,770.00
76	LED downlight, 12W (mark L2)	EA	18.00	157.92	2,842.56	67.68	1,218.24	4,060.80
77	Exterior wall pack, 25W (mark L3)	EA	8.00	336.00	2,688.00	144.00	1,152.00	3,840.00
78	Duplex receptacle, 20A (mark R1)	EA	46.00	126.00	5,796.00	54.00	2,484.00	8,280.00
79	Emergency light with battery (mark EM)	EA	10.00	304.50	3,045.00	130.50	1,305.00	4,350.00
80	Exit sign, LED (mark EX)	EA	6.00	224.70	1,348.20	96.30	577.80	1,926.00
81	Panelboard, 208Y/120V, 42 circuit, surface mounted	EA	1.00	4,515.00	4,515.00	1,935.00	1,935.00	6,450.00
	Subtotal - Electrical				**29,873.76**		**12,803.04**	**42,676.80**
	HVAC							
82	Rooftop unit, 7.5 ton gas/electric, with curb	EA	2.00	17,472.00	34,944.00	7,488.00	14,976.00	49,920.00
83	Exhaust fan, roof mounted	EA	3.00	1,226.40	3,679.20	525.60	1,576.80	5,256.00
84	Kitchen extract hood, 10 ft, with fire suppression	EA	1.00	13,608.00	13,608.00	5,832.00	5,832.00	19,440.00
	Subtotal - HVAC				**52,231.20**		**22,384.80**	**74,616.00**
	Sitework							
85	Asphalt paving on 6 in aggregate base, parking lot	SF	2,240.00	4.49	10,057.61	1.92	4,300.80	14,358.41
86	Concrete sidewalk, 6 in, 5 ft wide, broom finish	LF	120.00	40.32	4,838.40	17.28	2,073.60	6,912.00
87	Water service, 6 in, from main to building	LF	145.00	72.66	10,535.70	31.14	4,515.30	15,051.00
88	Sanitary sewer, 6 in, to main, including 2 manholes	LF	220.00	119.28	26,241.60	51.12	11,246.40	37,488.00
89	Dumpster enclosure screen — construction and height not shown	LF	—			SUB-QUOTE		
90	Site and parking lot lighting — BY OTHERS per G-002	EA	—			SUB-QUOTE		
	Subtotal - Sitework				**51,673.31**		**22,136.10**	**73,809.41**

#	Description	Unit	Qty	Material rate (USD)	Material amount (USD)	Labor rate (USD)	Labor amount (USD)	Amount (USD)
	TOTAL - direct works							**765,244.70**
	Preliminary & temporary works — site establishment, plant & temporary services							
91	Mobilization / demobilization	Sum						
92	Site-wide plant & machinery	Sum						
93	Material delivery & spoil/debris haul-off	Sum						
94	Temporary power & water — connections and installation	Sum						
95	Site office, storage & temporary sanitation — set-up	Sum						
96	Temporary fencing, project & safety signage, traffic control	Sum						
97	Site-wide scaffolding & temporary works	Sum						
98	Site establishment & temporary works	Sum						21,426.29
	Subtotal - Preliminary & temporary works							**21,426.29**
	Site expenses — staff, running costs & job lump sums							
99	Project management staff	month	4.2					38,954.16
100	Site office running costs, utilities	month	4.2					19,353.60
101	Site security	month						
102	Small tools, consumables & PPE	month	4.2					9,565.92
103	Site vehicles & fuel	month						
104	Material testing & inspections	month						
105	Cleanup & dumpsters	month	4.2					5,544.00
106	Builder's risk & general liability insurance	Sum						22,384.80
107	Bond & guarantee fees	Sum						15,306.00
108	Permits & plan-check fees	Sum						
109	Final clean at handover	Sum						1,728.00
	Subtotal - Site expenses							**112,836.48**
	TOTAL - indirect works							**134,262.77**
	Subtotal before tax							**899,507.47**
	Less: special discount (enter an amount here if you give one)							
	NET before tax							**899,507.47**
	Sales Tax							—
	TOTAL							**899,507.47**

NOT READY TO SEND: 8 lines still have no rate (out of 90 measured) - price them on the Takeoff sheets first.

Quantities are a first-draft measurement from the drawings named on the Quotation. Verify against the full set before you issue this bill.