**BUILDING CONSTRUCTION QUOTATION**

[INSERT ORGANIZATION EMBLEM OR LOGO]

[INSERT NAME OF COMPANY]

[INSERT COMPLETE ADDRESS OF COMPANY]

[INSERT PHONE NUMBERS] [INSERT FAX NUMBERS]

[INSERT EMAIL ADDRESS] [INSERT WEBPAGE]

[INSERT DATE]

[INSERT FULL NAME]

[INSERT JOB TITLE]

[INSERT COMPANY NAME]

[INSERT COMPLETE ADDRESS]

**Re: Building Construction Quotation**

Dear Mr. /Ms. [INSERT SURNAME]:

This letter is in response to your letter requesting for a building construction quotation. For your reference, we have enclosed a detailed summary and breakdown of costs for materials and services.

The total contract price for the construction shall be subjected to a 10 percent discount, if a deposit for the entire contract price is made within 10 days from receipt of this quotation.

For any further inquiries regarding this quotation, don’t hesitate to contact us at [INSERT CONTACT DETAILS]. Thank you for your interest in our company and we look forward to doing business with you soon.

Respectfully yours,

[INSERT FULL NAME]

[INSERT JOB TITLE]

[INSERT COMPANY NAME]

**BUILDING CONSTRUCTION QUOTATION**

**Purchaser/Client Name:** [INSERT CLIENT COMPANY NAME] **Date:** [INSERT DATE]

**Vendor Name:** [INSERT CONTRACTOR COMPANY NAME]

**Contract Numbers:** [INSERT CONTRACT NUMBERS]

**E-mail Address:** [INSERT EMAIL ADDRESS]

**Address:** [INSERT COMPLETE ADDRESS]

**1. CONSTRUCTION SERVICE**

|  |  |
| --- | --- |
| **Service** | **Estimated Cost** |
| Architectural Work | USD XXX. XX |
| Carpentry | USD XXX. XX |
| Additions | USD XXX. XX |
| Electrical | USD XXX. XX |
| Construction Management | USD XXX. XX |
| Energy Management | USD XXX. XX |
| Excavation | USD XXX. XX |
| Finish Work | USD XXX. XX |
| Framing: Wood & Metal | USD XXX. XX |
| Interior Design | USD XXX. XX |
| Interior Design | USD XXX. XX |
| Plumbing | USD XXX. XX |
| Permits | USD XXX. XX |
| **TOTAL** | **USD XXX. XX** |

**2. MATERIALS AND SUPPLIES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Material Description** | **Brand** | **Qty.** | **Unit Cost** | **Total Cost** |
| 1 | Steel framing systems | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 2 | Mezzanine floors | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 3 | Purlin and cladding rails | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 4 | Concrete | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 5 | Conveyor systems | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 6 | Composites | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 7 | Building insulation | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 8 | Building envelope | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 9 | Conformal coating | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 10 | House wrap | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 11 | Stile and rail, raised panel, wood clad | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 12 | Access, sliding glass doors, tambour | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 13 | Folding doors, garage door, storefront | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 14 | Door hardware | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 15 | AC power plugs and sockets | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 16 | Circuit breaker | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 17 | Electrical connector | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 18 | Electrical wiring | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 19 | Switches | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 20 | Plaster and gypsum board | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 21 | Cement render | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 22 | Ceramic tile, quarry tile, pavers, mosaic | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 23 | Dropped ceiling, coffered ceiling | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 24 | Flooring – wide plank, terrazzo, carpet | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 25 | Wall covering, wallpaper, acoustic | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 26 | Paint, wood stain, faux finishing | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 27 | Wood finishing | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 28 | Fire suppression equipment | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 29 | HVAC (Heating, ventilation and air conditioning) | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 30 | Adobe, brick and brickwork, glass brick, terra cotta | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 31 | Artificial stone | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 32 | Stone dry stacked or mortar | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 33 | Cinder block or concrete block | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 34 | Structural steel: I-beam & column | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 35 | Rebar | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 36 | Wire rope and cables | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 37 | Metal joist, decking, framing, trusses | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 38 | Metal fabrications | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 39 | Stairway, ladder, railing, grating, Strut channel, roofing  | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 40 | Decorative metal | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 41 | Plumbing fixtures and equipment | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 42 | Security systems | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 43 | Casement, double hung, bay window | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |
| 44 | Curtain Wall, skylight, dormer | [INSERT DETAIL] | XX | USD XXX. XX | USD XXX. XX |