# HBXL ESTIMATE ORDER FORM- ESSENTIAL SERVICE LEVEL –

**The accuracy of your estimate is of enormous importance to us, so please take the time to fill in this form as comprehensively as possible to tell us the details about your project. Note that this form takes precedence over your plans.**

The Essential Service level uses **default settings which meet the 2016 versions of the Approved Documents for Conservation of Fuel and Power (Part L).**  Projects in England and Wales which have not submitted building notices prior to 6th April 2014, now have to comply with these. Our specifications meet these changes by default unless you specify otherwise on the Estimate Order Form. This is designed to save you time and ensure that your estimate includes the costs of meeting these changes to Building Regulations. For more detail on the default specification see page 6.

Fees for preparing the estimate are based on **Tender packs which include existing and proposed plans, elevations and sections.**

Note the Essential Service level includes a calculated guide to electrics, plumbing and heating only as PC sums.

### 1. Customer Details *(Type your details in the boxes below)*

|  |  |  |  |
| --- | --- | --- | --- |
| NAME |       | **COMPANY NAME:** |       |
| **ADDRESS:****INC POSTCODE:** |       | **SITE ADDRESS:** |       |
| **TELEPHONE NUMBER:** |       | **MOBILE NUMBER:** |       |
| **E-MAIL ADDRESS:** |       | **APPROX PROJECT****START DATE:** |       |
|  |  |  |  |
| **CLIENT NAME:\*** |       | **CLIENT ADDRESS:\*** |       |

### 2. Builder Mark Up (Type your % in the box below)

|  |  |  |
| --- | --- | --- |
| YOUR NORMAL MARK UP THAT YOU WOULD LIKE US TO APPLY TO YOUR ESTIMATE:  |  | **%** |

Please enter your normal mark up on estimated costs expressed as a percentage. This will enable us to prepare a sale price including profit report and documents that you can pass onto your client for approval and signature.

### 3. My Order *(Put an X in the appropriate box)*

|  |  |
| --- | --- |
| **Mark with X** | **Your estimate format** |
|   | I would like the estimate emailed to me in Word & Excel format at no extra charge to the estimate fees |
|   | I would like the estimate posted to me at an extra charge of £14.99 + VAT on top the estimate fees |
|   | I would like the estimate as an [EstimatorXpress](https://hbxl.co.uk) import file to help me manage the job as it progresses |

**4. Windows & Doors etc.**

|  |  |
| --- | --- |
|  | PLEASE MARK WITH A Y/N  |
| DOES THE PROJECT REQUIRE NEW PVC-U WINDOWS OR EXTERNAL DOORS, COMPOSITE DOORS OR ALUMINIUM BI-FOLDS? |   |
| DOES THE PROJECT REQUIRE A NEW ROOF LANTERN OR CONSERVATORY? |   |
| IF SO, WOULD YOU LIKE A QUOTATION FROM OUR PARTNERS CRYSTAL DIRECT\* SO THAT WE CAN INSERT A LIVE PRICE INTO YOUR ESTIMATE? |   |

\*Crystal Direct offers a nationwide delivery on a huge range of windows, doors and conservatories at extremely competitive prices. For further information please find their following website: [www.crystal-direct.co.uk](http://www.crystal-direct.co.uk)

**5. Bolt ons**

|  |  |
| --- | --- |
|  | PLEASE MARK WITH A Y/N  |
| WOULD YOU LIKE TO ADD ON CDM 2015 COMPLIANT HEALTH & SAFETY DOCUMENTS FOR £69 + VAT? |   |
| WOULD YOU LIKE TO ADD ON CLIENT & SUBCONTRACTOR CONTRACT DOCUMENTS FOR £35+ VAT? |   |

**5. Labour rates**

Please provide hourly rates for the following trade persons (if known).

*NB: the hourly rate is the net cost to the builder including CIS, sickness and holiday pay, if appropriate, but do not include mark up and VAT. The estimator will use these rates in prices for the typical gangs used in construction. If you decide not to fill in the boxes we will use HBXL rates as shown (right hand column). We assume an 8 hour working day.*

|  |  |  |
| --- | --- | --- |
| TRADE | Your Hourly Rate | HBXL RATE |
| **BRICKLAYER** | **£****23.00** | **£ 23.00** |
| **BRICKLAYERS LABOURER** | **£****14.00** | **£ 14.00** |
| **2ND FIX CARPENTER** | **£****22.00** | **£ 22.00** |
| **JOINER** | **£****22.00** | **£ 22.00** |
| **JOINERS MATE** | **£****14.00** | **£ 14.00** |
| **CERAMIC TILER** | **£****23.00** | **£ 23.00** |
| **DECORATOR** | **£****20.00** | **£ 20.00** |
| **ELECTRICIAN** | **£****26.00** | **£ 26.00** |
| **ELECTRICIANS MATE** | **£****16.00** | **£ 16.00** |
| **GAS INSTALLER** | **£****30.00** | **£ 30.00** |
| **GROUNDWORKER** | **£****21.00** | **£ 21.00** |
| **GROUNDWORKERS LABOURER** | **£****14.00** | **£ 14.00** |
| **INSULATION SPECIALIST** | **£****20.00** | **£ 20.00** |
| **CONTRACTS MANAGER** | **£****20.00** | **£ 20.00** |
| **HEALTH AND SAFETY COORDINATOR** | **£****20.00** | **£ 20.00** |
| **SERVICES COORDINATOR** | **£****20.00** | **£ 20.00** |
| **SITE MANAGER** | **£****23.00** | **£ 23.00** |
| **PLASTERER** | **£****23.00** | **£ 23.00** |
| **PLASTERERS MATE** | **£****14.00** | **£ 14.00** |
| **PLUMBER** | **£****27.00** | **£ 27.00** |
| **PLUMBERS MATE** | **£****16.00** | **£ 16.00** |
| **ROOF TILER** | **£****21.00** | **£ 21.00** |
| **ROOF TILERS MATE** | **£****14.00** | **£ 14.00** |
| **GENERAL LABOURER** | **£****14.00** | **£ 14.00** |

### I am providing custom labour rates

### I am not providing custom labour rates, I have checked and am happy with HBXL default labour rates

### 6. Project Management

Project management is an essential part of a construction project. In order to ensure we include within the estimate the costs associated with project management we need you to inform us of the following. (Please be aware that these are direct costs and will affect your overall profit margin).

* Total number of hours spent on **MANAGING** the site per week (Time spent not on the tools). Guide number of hours. For example - 10 Hrs.
* Total number of hours a general labourer will spend on cleaning, relocating materials around site and other general site duties not associated with construction. Guide number of hours. For example - 20 Hrs.
* Total number of hours you will spend on collecting materials from suppliers per week (if not already included in the time allowance for site manager or general labourer). Guide number of hours. For example - 10 Hrs.

|  |  |  |  |
| --- | --- | --- | --- |
| WHO WILL MANAGE THE SITE:(E.g. Site Manager or other. Please see previous page.) | Please specify here      | **HOW MANY HOURS PER WEEK WILL THEY SPEND ON MANAGEMENT DUTIES:** | Please specify here      |
| **WILL THERE BE A GENERAL SITE LABOURER (MARK WITH Y/N IF SO):** | Please specify here      | **HOW MANY HOURS PER WEEK WILL THEY SPEND ON GENERAL SITE DUTIES:** | Please specify here      |
| **WHO WILL COLLECT MATERIALS FROM YOUR SUPPLIERS:** | Please specify here      | **HOW MANY HOURS PER WEEK WILL THEY SPEND COLLECTING MATERIALS FROM YOUR SUPPLIERS:** | Please specify here      |

|  |  |
| --- | --- |
| SITE SETUP | PLEASE MARK WITH A Y/N IF YOU WISH FOR US TO INCLUDE THESE ITEMS WITHIN YOUR ESTIMATE |
| SITE TOILET |   |
| OFFICE CABIN |   |
| STORAGE CABIN |   |
| COMPOUND FENCING |   |
| PREPARATION OF GROUND FOR SITE COMPOUND |   |

**7. Plant Rates**

Plant can vary in cost considerably across the country. For accuracy, please provide your local rates. If you decide not to fill in the boxes, we will use HBXL rates as shown (right hand column).

|  |  |  |
| --- | --- | --- |
| PLANT DESCRIPTION | YOUR RATE | HBXL RATE |
| **8 YARD (7 CUBIC METRE) SKIP**  | **£298.00** | **£298.00** |
| **MINI DIGGER (INCLUDING DRIVER)** | **£250.00** | **£250.00** |
| **JCB (3 TON BACKHOE LOADER)** | **£280.00** | **£280.00** |
| **20 TON TIPPER LORRY (INCLUDING DRIVER & LANDFILL TAX)** | **£340.00** | **£340.00** |

### I am providing custom plant rates

### I am not providing custom plant rates, I have checked and am happy with HBXL default plant rates

### 8. Estimate Enquiry Details

The tables below are based on our default settings. The questions are designed to ensure your estimate is prepared as accurately and as comprehensively as possible. Please answer the questions clearly. We will then indicate in your estimate the assumptions we have made. If you have any questions regarding this form please call the Estimating Service on **0117 916 7894**.

|  |
| --- |
| **THE SPECIFICATION** |
| **FOUNDATIONS** |
| Foundations will be set at 1M depth with concrete at 800mm unless specified otherwise |
| **Your foundation depth:** |       | **M** | **Your concrete depth:** |       | **M** |
| **EXTERNAL WALLS** |
| Please select from the following outer and inner leaf of external walls. If you would like us to modify the price, please specify your price |
| **OUTER LEAF:** |
| **Brick £0.60 EA** | **Y / N**      | **Stone £60 M2** | **Y / N**      | **Block £9 M2** | **Y / N**      | **Your alternative**      |
| **Your price**      |
| **INNER LEAF:** |
| **Block** | **Y / N**      | **Timber Frame** | **Y / N**      | **Metal Stud** | **Y / N**      | **Your alternative**      |
| **INTERNAL PARTITION WALLS** |
| **Partition walls DOWNSTAIRS will be assumed to be block unless specified otherwise** | **Your alternative**      |
| **Partition walls UPSTAIRS will be assumed to be stud unless specified otherwise** | **Your alternative** |
|  |
| **GROUND FLOOR** |
| Ground floor construction will be assumed to be a concrete slab with insulated screed unless specified otherwise  |
| **Beam & Block with Screed** | **Y / N**      | **Beam & Block with Floating Floor** | **Y / N**      | **Suspended Timber** | **Y / N**      | **Your alternative**      |
| **UPPER FLOOR** |
| Upper floor construction will be assumed to be suspended timber unless specified otherwise |
| **Beam & Block with screed** | **Y / N**      | **Beam & Block with Floating Floor** | **Y / N**      |  | **Your alternative**      |
| **ROOF COVERING** |
| Select from the following roof covering. If you would like us to modify the price, please specify your price |
| **Concrete Tile £1.00 EA 10 per m2** | **Y / N**      | **Plain Clay Tile £0.60 EA 60 per m2** | **Y /N**      | **Natural Slate £1.20 EA 20 per m2** | **Y / N**      | **Your alternative**      |
| **Your price**      |
| **ROOF CONSTRUCTION** |
| Upper floor construction will be assumed to be traditional cut unless specified otherwise  |
| **Trussed Rafter** | **Y / N**      |  | **Your alternative**      |
| If your project includes a flat roof please review the following. If you would like us to modify the price, please specify your price.  |
| **Felt £40 M2** | **Y / N**      | **GRP £85 M2** | **Y / N**      | **Lead £140 M2** | **Y / N**      | **Your alternative**      |
| **Your price**      |
|  |  |  |  |  |  |  |
| **OTHER**Please specify here any other alternative items you would like us to take account of |
| **Your item** | **Your price** | **Notes** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

Our default specification to meet the 2016 versions of the Approved Documents for Conservation of Fuel and Power (Part L)

Floors - 150mm PIR insulation.

Walls - 90mm PIR insulation.

Flat Ceilings - Insulation at ceiling level to be 2 layers of 200mm fibreglass insulation laid between and over joists (cross direction).

Vaulted Ceilings and Flat Roofs - Insulation to be 170mm PIR insulation in total.

**9. Estimate Enquiry Details (continued).**

Please note where you have **NOT** provided a supply and fit quotation in the table below, HBXL will provide budget costs for each build element. We would advise that you obtain live quotations from the source of supply for these items prior to submitting your tender. We do not provide costs for landscaping (e.g. Hard standings/ soft areas, driveways and parking areas) as we do not know the topography of the site. However, we can include your live quotation below. **Please make sure your mark whether these include mark up.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BUILD ELEMENT | SPECIFICATION | SUPPLY COST | FIT COST | SUPPLY & FIT COST | PLEASE MARK WITH A CROSS IF THIS FIGURE INCLUDES MARK UP |
| WINDOWS |       | £      | £      | £      |   |
| EXTERNAL DOORS |       | £      | £      | £      |   |
| INTERNAL DOORS |       | £      | £      | £      |   |
| DOOR FURNITURE |       | £      | £      | £      |   |
| PLUMBING & HEATING |       | £      | £      | £      |   |
| ELECTRICS |       | £      | £      | £      |   |
| BATHROOM |       | £      | £      | £      |   |
| KITCHEN |       | £      | £      | £      |   |
| ROOF TRUSSES |       | £      | £      | £      |   |
| WALL TILING AREA PER/M2 |       | £      | £      | £      |   |
| FLOOR TILING AREA PER/M2 |       | £      | £      | £      |   |
| FLOOR COVERINGS PER/M2 |       | £      | £      | £      |   |
| STAIRCASE |       | £      | £      | £      |   |
| LANDSCAPING |       | £      | £      | £      |   |
| OTHER (please specify) |       | £      | £      | £      |   |

### 10. Enclosures *(Put an X in the appropriate boxes)*

|  |  |
| --- | --- |
| **Mark with X** | **I enclose:** |
|   | Copy Plans |
| X | Estimate Order Form (this document) |
|   | Labour Rates Form (on this word document) |
|   | Plant Rates Form (on this word document) |
|   | I accept the Terms and Conditions of the Estimating Service (see attached) |
| Customer Signature:(Please type or sign) |       |

HBXL

**Thank you for completing this form. Please send via email to;**

estimatingservice@hbxl.co.uk

**Table of Rates for the Essential Service**

|  |  |
| --- | --- |
| NEW BUILDS | **EXTENSIONS** |
| **EXTERNAL SIZE UP TO:** | **PRICE ex VAT** | **EXTERNAL SIZE UP TO:** | **PRICE ex VAT** |
| **100 m2** | £199.00 | **25 m2** | £149.00 |
| **200 m2** | £299.00 | **50 m2** | £299.00 |
| **300 m2** | £399.00 | **75 m2** | £399.00 |
| **400 m2** | £499.00 | **100 m2** | £499.00 |
| **500 m2** | £599.00 | **125 m2** | £599.00 |
| **600 m2** | £699.00 | **150 m2** | £699.00 |

|  |  |
| --- | --- |
| GARAGES  | **LOFT CONVERSIONS** |
| **EXTERNAL SIZE UP TO:** | **PRICE ex VAT** | **EXTERNAL SIZE UP TO:** | **PRICE ex VAT** |
| **Single** | **20 m2** | £79.00 | **25 m2** | £149.00 |
| **Double** | **40 m2** | £99.00 | **50 m2** | £299.00 |
| **Treble** | **60 m2** | £109.00 | **75 m2** | £399.00 |

Please contact us for a quote for projects with areas exceeding those in Table of Rates.

**Additional charges**

Please note that your estimate files will be emailed to you at zero extra cost in Microsoft Word & Excel formats ready for you to print.

Should you require hard copies your estimate files posted to you this costs an extra £14.99 + VAT on top of the standard estimate fees above.

Should you require your estimate files in EstimatorXpress file form this is complimentary if you are already an EstimatorXpress software user. Please note you will need the latest version of EstimatorXpress in order to run the estimate.

**Contact Details**

Telephone: 0117 916 7894

Email: estimatingservice@hbxl.co.um

Web: [www.estimating-service.co.uk](http://www.estimating-service.co.uk)

Terms & Conditions of Supply of HBXL Estimating Services

1. Please note Estimate orders cannot be cancelled once the Estimate Order Form has been received by House Builder XL Limited and the price and delivery has been confirmed back as estimating will have commenced. After this time cancellations are billed as time spent on the estimate at our hourly rates at the time, up to the value of the estimate.
2. Estimates are compiled based on information provided by the client. Information has not been checked against site or building regulations. It is assumed for the purposes of estimating that plans supplied are accurate and passed by planning and building regulations and any/all statutory undertakings where relevant.
3. You agree that all the details on the Estimate Order Form are complete and accurate and that you will promptly provide House Builder XL Limited with any further information they request in order to supply the Estimate and to co-operate fully with House Builder XL Limited.
4. We will use our reasonable endeavours to meet any agreed delivery date but this will be an estimate only and shall not be of the essence for performance of our services.
5. We warrant that our services will be provided with reasonable care and skill
6. Landscaping will not be priced as part of your estimates. Note also that the Estimating Service provides budget costs for the following items, unless you clearly indicate the costs on the Estimate Order Form before estimating commences;
* Electrics
* Plumbing
* Heating
* Sanitary ware
* Kitchen
* Utility
* Fire / Wood burning stove
* Wall and floor tiling
* Carpeting / Wood flooring
* Staircases
1. Neither House Builder XL Ltd not its associate estimate service providers, assume any liability for any loss as a result of any inaccuracy, mis-description or any other error in the information supplied by the client. We assume no liability for any changes as a result of site conditions whether specified at the time of instruction or otherwise, nor for any matters pertaining to the project beyond our control.
2. Although every care is taken in the preparation of your estimate, on receipt of your completed estimate, it is your responsibility to check the estimate for any errors or omissions within 5 working days from date of delivery. Should you identify any errors or omissions that you believe require attention please contact your Estimator who will aim to promptly remedy the estimate without charge to you, as appropriate. If House Builder XL Limited do not believe that the estimate requires remedy, the disputed estimate will be referred to House Builder XL Limited's Head Estimator and they will discuss this with you directly.
3. All other variations to estimates post-delivery are subject to fees chargeable at our hourly rate. Please ask your Estimator for details.
4. Nothing in these Conditions shall limit or exclude House Builder XL Limited's liability for:
	1. Death or personal injury caused by its negligence, or the negligence of its employees, agents or subcontractors;
	2. Fraud or fraudulent misrepresentation; or
	3. Breach of the terms implied by section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession).
	4. Subject to the above:
		1. House Builder XL Limited shall under no circumstances whatever be liable to you, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, for any loss of profit, or any indirect or consequential loss arising under or in connection with the contract; and
		2. House Builder XL Limited's total liability to you in respect of all other losses arising under or in connection with the contract, whether in contract, tort (including negligence), breach of statutory duty, other otherwise, shall in no circumstances exceed £1,000,000 (being the extent of our insurance cover).
		3. In the event that you are not satisfied with our Estimating services, we reserve the right at our entire discretion to either re-work our services for you or refund your payment for the Estimate and in either case this will be our entire liability to you.

The terms implied by section 3 to 5 of the Supply of Goods and Services Act 1982 are, to the fullest extent permitted by law, excluded from the contract.

This clause 10 shall survive termination of the contract.

1. General
	1. Force majeure:
		1. For the purposes of this contract 'Force Majeure Event' means an event beyond the reasonable control of House Builder XL Limited including but not limited to strikes, lock-outs or other industrial disputes (whether involving the workforce of House Builder XL Limited or any other party), failure of a utility service or transport network, act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or subcontractors.
		2. House Builder XL Limited shall not be liable to the client as a result of any delay or failure to perform its obligations under this contract as a result of a Force Majeure Event.
		3. If the Force Majeure Event prevents House Builder XL Limited from providing any of the Services for more than [3] weeks, House Builder XL Limited shall, without limiting its other rights or remedies, have the right to terminate this contract immediately by giving written notice to the client.
	2. Assignment and subcontracting:
		1. House Builder XL Limited may at any time assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights under the contract and may subcontract or delegate in any manner any or all of its obligations under the contract to any third party or agent.
		2. The client shall not, without the written prior written consent of House Builder XL Limited assign, transfer, charge, subcontract or deal any other manner with all or any of its rights or obligations under the contract.
	3. Notices:
		1. Any notice or other communication required to be given to a party under or in connection with this contract shall be in writing and shall be delivered to the other party personally or sent by prepaid first-class post, recorded delivery or by commercial courier, at its registered office (if a company) or (in any other case) its principal place of business, or sent by fax to the other party's main fax number.
		2. Any notice or other communication shall be deemed to have been duly received if delivered personally, when left at the address referred to above or, if sent by pre-paid first-class post or recorded delivery, at 9.00am on the second business day after posting, or if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed, or if sent by fax, on the next business day after transmission.
		3. This sub-clause (c) shall not apply to the service of any proceedings or other documents in any legal action. For the purposes of this clause, 'writing' shall not include emails and for the avoidance of doubt notice given under this contract shall not be validly served if sent by email
	4. Waiver:
		1. A waiver of any right under the contract is only effective if it is in writing and shall not be deemed to be a waiver of any subsequent breach or default. No failure or delay by a party in exercising any right or remedy under the contract or by law shall constitute a waiver of that or any right or remedy, nor preclude or restrict its further exercise. No single or partial exercise of such right or remedy shall preclude or restrict the further exercise of that or any other right or remedy.
		2. Unless specifically provided otherwise, rights arising under the contract are cumulative and do not exclude rights provided by law.
	5. Severance:
		1. If a court or any other competent authority finds that any provision of the contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed deleted, and the validity and enforceability of the other provisions of the contract shall not be affected.
		2. If any invalid, unenforceable or illegal provision of the contract would be valid, enforceable and legal if some part of it were deleted, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.
	6. No partnership: Nothing in the contract is intended to, or shall be deemed to, constitute a partnership or joint venture of any kind between any of the parties, nor constitute any party the agent of another party for any purpose. No party shall have authority to act as agent for, or to bind, the other party in any way.
		1. Third parties: A person who is not a party to the contract shall not have any rights under or in connection with it.
	7. Variation: Except as set out in these conditions, any variation, including the introduction of any additional terms and conditions, to the contract, shall only be binding when agreed in writing and signed by the Supplier.
	8. Governing law and jurisdiction: This contract, and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with, English law, and the parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales.
	9. Entire agreement: This is the only and entire agreement between the client and House Builder XL Ltd in relation to the Estimating Service provided to the client. It cannot and shall not be capable of modification unless in writing and signed by an authorised officer of House Builder XL Ltd.