

Job estimate input worksheet

Collect the inputs before calculating a quote. No preset rates or profit promises.

Job reference / prepared by / date / customer reference

Scope / drawing revision / quantity / finish / exclusions

Cost item	Quantity / hours	Unit rate	Extended cost
Material			
Purchased parts			
Labor			
Consumables			
Outside services			
Freight / delivery			
Other job costs			

Subtotal / overhead allowance / contingency / pricing adjustment

Proposed selling price / tax treatment / quote validity / reviewer

Extended cost = quantity or hours x unit rate. Keep units and currency consistent.
Markup and gross margin are different. Verify your pricing method before issuing a quote.
This blank worksheet is not accounting, tax, engineering, or contractual advice.