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FIGURE 1.3 DOCUMENT REQUEST WORKSHEET

Job Name: _____

Ref No.: _____ By: _____

To (General Contractor/Owner's Rep/Print Shop):

We need the following documents in order to bid the above project:

Drawings	Sheets/Sections
Specifications	
Plumbing	
Fire Protection	
Civil	
Landscape/Irrigation	
HVAC	
Electrical	
Architectural	
Interior Design	
Structural	

Please deliver the above documents to:

Contact Person: _____

Company Name: _____

Delivery Address: _____

Telephone Number: _____

Thank You.

FIGURE 3.3 MATERIAL DISCOUNT TABLE

Discount	Net	Discount	Net	Discount	Net
10-10	0.8100	30-10-10-5	0.5001	50-10	0.4500
				50-10-5	0.4275
20	0.8000	40	0.6000	50-10-10	0.4050
20-5	0.7600	40-5	0.5700	50-10-10-5	0.3847
20-5-5	0.7220	40-5-5	0.5415		
20-10	0.7200	40-5-10	0.130	55	0.4500
20-10-10	0.6480	40-10	0.5400	55-5	0.4275
		40-10-5	0.5130	55-5-5	0.4061
25	0.7500	40-10-10	0.4860	55-5-10	0.3848
25-5	0.7125	40-10-10-5	0.4617	55-10	0.4050
25-5-5	0.6769			55-10-5	0.3848
25-5-10	0.6413	45	0.5500	55-10-10	0.3645
25-10	0.6750	45-5	0.5225	55-10-10-5	0.3462
25-10-5	0.6413	45-5-5	0.4964		
25-10-10	0.6075	45-5-10	0.4703	55	0.4500
25-10-10-5	0.5771	45-10	0.4950	55-5	0.4275
		45-10-5	0.4703	55-5-5	0.4061
30	0.7000	45-10-10	0.4455	55-5-10	0.3848
30-5	0.6650	45-10-10-5	0.4232	55-10	0.4050
30-5-5	0.6318			55-10-5	0.3848
30-5-10	0.5985	50	0.5000	55-10-10	0.3645
30-10	0.6300	50-5	0.4750	55-10-10-5	0.3462
30-10-5	0.5558	50-5-5	0.4513		
30-10-10	0.5265	50-5-10	0.4275	60	0.4000

FIGURE 3.12 MARKUP TABLE**Office Overhead Rate**

Profit Rate		15%	16%	17%	18%	19%	20%	21%	22%	23%	24%	25%
	5%	0.80	0.79	0.78	0.77	0.76	0.75	0.74	0.73	0.72	0.71	0.70
6%	0.79	0.78	0.77	0.76	0.75	0.74	0.73	0.72	0.71	0.70	0.69	0.69
7%	0.78	0.77	0.76	0.75	0.74	0.73	0.72	0.71	0.70	0.69	0.68	0.68
8%	0.77	0.76	0.75	0.74	0.73	0.72	0.71	0.70	0.69	0.68	0.67	0.67
9%	0.76	0.75	0.74	0.73	0.72	0.71	0.70	0.69	0.68	0.67	0.66	0.66
10%	0.75	0.74	0.73	0.72	0.71	0.70	0.69	0.68	0.67	0.66	0.65	0.65
11%	0.74	0.73	0.72	0.71	0.70	0.69	0.68	0.67	0.66	0.65	0.64	0.64
12%	0.73	0.72	0.71	0.70	0.69	0.68	0.67	0.66	0.65	0.64	0.63	0.63
13%	0.72	0.71	0.70	0.69	0.68	0.67	0.66	0.65	0.64	0.63	0.62	0.62
14%	0.71	0.70	0.69	0.68	0.67	0.66	0.65	0.64	0.63	0.62	0.61	0.61
15%	0.70	0.69	0.68	0.67	0.66	0.65	0.64	0.63	0.62	0.61	0.60	0.60
20%	0.65	0.64	0.63	0.62	0.61	0.60	0.59	0.58	0.57	0.56	0.55	0.55
25%	0.60	0.59	0.58	0.57	0.56	0.55	0.54	0.53	0.52	0.51	0.50	0.50
30%	0.55	0.54	0.53	0.52	0.51	0.50	0.49	0.48	0.47	0.46	0.45	0.45
35%	0.50	0.49	0.48	0.47	0.46	0.45	0.44	0.43	0.42	0.41	0.40	0.40
40%	0.45	0.44	0.43	0.42	0.41	0.40	0.39	0.38	0.37	0.36	0.35	0.35
45%	0.40	0.39	0.38	0.37	0.36	0.35	0.34	0.33	0.32	0.31	0.30	0.30
50%	0.35	0.34	0.33	0.32	0.31	0.30	0.29	0.28	0.27	0.26	0.25	0.25

Estimating Example:

If the direct costs (labor, material and job overhead) add up to \$25,000

You want to apply 18% of that as office overhead

You want to apply 10% of that as profit

From the table, the “mark-up” rate is 0.72

The result can be found by: $\$25,000/0.72 = \$34,722$

Adding Owner’s Allowance and Contingency, you have a final bid price.

Note: Please use this speedy estimating method with caution.