

# Memo

28/10/2016

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## Changes to cost sheets – see attached printout

The new template for the cost sheet has had several changes. I have with Nigel & Rachael's help added a drop down box for underlays & door bars that when you select the relevant underlay the price changes in the unit price column for that underlay.

This uses fewer lines on a page and has allowed me to add items. I have also added a category for "workshop" so at a glance you can see the cost of the whipping or binding

I only want to use ONE cost sheet for carpets and I want everybody to use the same template in the future. If there are any constructive comments to improve the sheet please let me know and we can add them for everybody's use. I doubt I have got it right first time.

I have also added at the bottom extra totals so for those of you that want to include the cost of uplift in the main estimate the total cost including uplift before discount, discount and then net price. I have also added the same for uplift & shims so there are 3 total options.

Finally the default costs are based on 42oz felt & std door bars (I personally think unless specifically asked otherwise this is the best way to present our estimates) with other cost options for underlay & bars. To make space on the cost sheet I have added a second work book that you can print with the cost options for the job. If you change the default underlays & bars it will still show you the different cost savings or additions.

**When we do start using the new cost sheet next week I WILL REMOVE ALL OTHER CARPET TEMPLATES FROM THE SYSTEM. Please do NOT open old cost sheets as these do not have the new charges and the environmental charge included.**

The changes on the attached sheet are numbered and the changes are detailed below.

1. The Job No: is now added to the cost sheet. PLEASE USE
2. I have increased the lines for carpets to 6 and if you now enter the lengths & widths in the new columns it will calculate the quantity for each line for you. The total quantity for all 6 lines will be added automatically to the underlay, padfelt & fitting quantity box. The underlay & padfelt can be manually altered but the fitting cannot.
3. I have added an environmental charge of £10 per order that cannot be removed. I need to make extra margin to cover increased costs and I don't think we will lose any order over £10 but it will add about £20k per annum to the profit margin.
4. Felt Underlay is the default on the system. If you click on the arrow on the right of the column you can select any of the stock underlay and it will update the unit cost accordingly. The next two lines also offer you the underlay options for when you use more than one underlay but you will have to manually adjust the quantities. PLEASE NOTE: the cost options only calculate on the first line of the underlay and offer the variation based on this quantity only.
5. Door bars default to Standard D/Nap (etc) finish to select and again if you click on the drop down to the right this can be changed again to any selection. The first four rows are based on stock door bars and the fifth row is for ad hoc bars. Enter the suppliers cost in column A and it will calculate the selling price. I have also added 1 can of spray as a default and this can be altered or removed.

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6. I have added a section for coir matting 17mm Natural from stock and colours from Lewis Abbott. Again entering the length & width will calculate the quantity for you automatically. If you order a colour enter the colour in column A.
  7. This is a section JUST for bespoke ancillaries. Again enter the supplier's cost price in column "A" and it will enter the selling price into the unit price column.
  8. This is a section for whipping & binding. Whipping is priced but for binding if you again enter the supplier's cost price in column "A" and it will enter the selling price into the unit price column. The description column selects the finish.
  9. This is the labour charges. Parking – enter the hourly rate in the column "parking cost per hour" (if it's £2.80 per hour to park add this to that column) then enter the amount of hours. It will calculate the fitter's money and enter it into column "A" and calculate our charge in the total column. For all other items in this section enter the fitter's payment in column "A" and the rest is calculated accordingly.
  10. Finally the sub total less discount & total at the bottom of the total column shows the prices excluding uplift & shims which again I think we should show separately as some of our competitors don't offer these services and customers don't read their estimates. However if a customer has discussed these services and you feel you should include them in the total price shown on the estimate the details in this box show the full price including these items, less discount and then the net prices.

# Cost Sheet

Customer Name	Job No			1		
Invoice address						
Site Address						
Home No.	Fax No.	email:				
Work No.	Mobile No.					
Areas to be done						
<b>QUALITY &amp; COLOUR</b>	Length	Width	QUANTITY	UNIT PRICE	TOTAL	BREAKDOWN
Quality & Colour						
Quality & Colour						
Quality & Colour						
Quality & Colour						
Quality & Colour						
Quality & Colour						
<b>UNDERLAYS &amp; GRIPPER</b>			QUANTITY	UNIT PRICE	TOTAL	
Environmental Charge			1.00	£10.00	£10.00	
Underlay Selection (DEFAULT 42oz Felt)						
42oz FELT U/LAY				£5.50		
PAPERFELT INTERLINER				£0.70		
WOOD SMOOTHEDGE (5' length)				£2.00		
CONCRETE SMOOTHEDGE (5' length)				£2.00		
NO PIN SMOOTHEDGE (5' length)				£2.00		
<b>BARs - ADHESIVES (Default Standard Bars)</b>			QUANTITY	UNIT PRICE	TOTAL	
STANDARD D/NAP FINISH TO SELECT				£7.50		
STANDARD S/NAP FINISH TO SELECT				£7.50		
STANDARD T/EDGE FINISH TO SELECT				£7.50		
GRIPPER ADHESIVE (Fast Set)				£8.95		
SPRAY ADHESIVE (Can)			1.00	£5.50	£5.50	ANCILLARIES
<b>COIR</b>	Length	Width	QUANTITY	UNIT PRICE	TOTAL	£15.50
COIR MATTING - NATURAL				£35.00		
COIR MATTING - COLOURS 17mm				£52.00		
Enter Cost <b>BESPOKE ANCILLARIES (enter cost in column A to calculate retail)</b>			QUANTITY	UNIT PRICE	TOTAL	
<b>WORKSHOP CHARGES (enter cost in column A to calculate retail)</b>	DESCRIPTION		QUANTITY	UNIT PRICE	TOTAL	WORKSHOP
Whipping				£6.00		
Tape (Enter cost in left column)						
Sewing (Enter cost in left column)						
<b>FITTING (Items where it states enter cost enter in left column)</b>			QUANTITY	UNIT PRICE	TOTAL	
FITTING CARPET STANDARD RATE				£4.50		
MIN CHARGE (Coir = 1/2 / Room = 1 / Flight stairs = 2)				£60.00		
LABOUR MOVE FURNITURE (Normal = 1 / Heavy = 2)				£18.00		
STICK SMOOTHEDGE				£1.80		
SEAMING (Enter in mtrs)				£5.00		
SEAM DOORWAYS (Enter No. of doorways)				£7.00		
FIT DOORMAT (As part of larger job)				£17.50		
PORTERAGE (1 Unit = 1 hour labour)				£27.50		
STAIR PREMIUM STANDARD (15 Sts/ 3 windows & 1 B/N)				£60.00		
WINDER BONUS (Over 3 winders / per winder)				£6.00		
RUNNERS CUT DOWN AT WAREHOUSE (Per job)				£18.00		
RUNNERS FITTING CHARGE (Per visit / staircase)				£80.00		
RUNNERS TEMPLATE ON SITE (Per item)				£9.00		
RUNNERS RETURN VISIT (Per visit / Max 3 items)				£55.00		
FIT STAIRRODS (Each)				£5.50		
DELIVERY CHARGE (Per visit)				£25.00		
CONGESTION CHARGE (Per day)				£20.00		
	Parking Cost per hour		QUANTITY	MRC Charge		
PARKING (Enter cost per hour in next column on right)						
ADAPTION / REMEDIAL WORK (Enter cost in left column)			1.00			
LABOUR ADDITIONAL (Enter cost in left column)			1.00			
LABOUR ADDITIONAL (Enter cost in left column)			1.00			
<b>FITTING MONEY (without uplift)</b>				SUB TOTAL	£15.50	
<b>DISCOUNT</b>				TOTAL	£15.50	
<b>UPLIFT &amp; DISPOSE (If Required)</b>			QUANTITY	UNIT PRICE	TOTAL	
Easy Shims (SEE BELOW FOR QUANTITIES/DEPTHS)				£2.50		
Easy Shims (SEE BELOW FOR QUANTITIES/DEPTHS)				£20.00		
Side Shims (SEE BELOW FOR QUANTITIES/DEPTHS)				£5.00		
<b>TOTAL FITTING MONEY (with uplift &amp; Easyshims)</b>				TOTAL	£15.50	
Easy shims 6mm				SUB TOTAL CARPET & UPLIFT	£15.50	
Easy shims 9mm				Discount		
Easy shims 12mm				TOTAL CARPET & UPLIFT	£15.50	
				SUB TOTAL CARPET & UPLIFT & SHIMS	£15.50	
				Discount		
				TOTAL CARPET & UPLIFT & SHIMS	£15.50	

# Cost Options

Customer Name	Job No
Invoice address	
Site Address	
Home No.	Fax No.                      email:
Work No.	Mobile No.
Areas to be done	
<b>THIS SHEET IS AUTO UPDATED ONLY FROM COST SHEET</b>	
	SUB TOTAL CARPET & UPLIFT                      £15.50 Discount
	TOTAL CARPET & UPLIFT                                      £15.50
	SUB TOTAL CARPET & UPLIFT & SHIMS                      £15.50 Discount
	TOTAL CARPET & UPLIFT & SHIMS                                      £15.50
<b>UNDERLAY UPGRADE OPTIONS BASED ON THE UNDERLAY SELECTION</b>	
42oz FELT	<b>QUANTITY                      UNIT PRICE                      TOTAL</b>
42oz FELT U/LAY	
HOMEMAKER PU FOAM U/LAY (8mm)	£1.00
HOMEMAKER LUXURY PU FOAM U/LAY (10mm)	£2.00
LUXIFELT COMBINATION U/LAY	£3.00
3 DIMENSIONS CRUMB RUBBER U/LAY (DURAFIT)	£2.45
LOW TOG UNDERLAY (0.8 tog)	£2.75
<b>BARS UPGRADE OPTIONS - Standard</b>	
	<b>QUANTITY                      UNIT PRICE                      TOTAL</b>
STANDARD	
PREMIUM	£17.50
CUSTOM	£37.50