

QUOTE REQUEST AND COMPARISON

SEND PAGE 1 — KEEP THE REST

A letter asking up to three builders for an itemised written quote, and a grid to compare what comes back

KD-HM-QC-004 Rev A0

1 LETTER — REQUEST FOR A WRITTEN QUOTATION

TO (BUILDER)

BUILDER'S ADDRESS OR EMAIL

FROM (YOUR NAME)

YOUR PHONE AND EMAIL

DATE

ADDRESS WHERE THE WORK IS

BRIEF REFERENCE AND VERSION

PLEASE REPLY BY

DEAR

I am planning building work at the address above and would like you to quote for it. The work is described in the enclosed project brief. I am asking up to three builders to quote for the same work. Please send me an itemised written quotation by the date above. It would help me if it includes:

1. a total price for all the work in the brief, including VAT — and, if you cannot fix the price for any part, which part, why, and how that cost will be worked out;
2. a breakdown of the work and materials, and any provisional sums (allowances for work that cannot yet be priced) with how each will be settled;
3. anything in the brief that you have not included;
4. when you could start, and how long the work will take;
5. any deposit and stage payments you would ask for, and what each one is for;
6. how long your price stands;
7. any written guarantee you give for the work, how long it lasts, and whether it is insurance-backed;
8. your public liability insurance and, if you employ anyone, employers' liability insurance, with the expiry dates;
9. any trade body or competent person scheme you belong to, with the membership number;
10. whether your price includes building control or scheme certificates, skips and waste removal, and making good;
11. your business's full name and address and, for a company, its company number.

If we agree the contract at my home, please give me any cancellation information and cancellation form the law requires before I am bound. If you charge for quoting, please tell me before you visit. This letter asks for a quotation only: I am not agreeing to any work until we have both signed a written contract.

DAYS AND TIMES YOU CAN VISIT TO SEE THE WORK

YOURS SINCERELY — SIGNATURE

ENCLOSED

QUOTE REQUEST AND COMPARISON

Comparing the quotes — for you, not for the builders

FOR YOU — NOT FOR THE BUILDERS

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Page 1 is the letter asking a builder for an itemised written quotation. Fill it in, print or save a copy for each builder (up to three), and send only page 1 with your project brief (KD-HM-BR-002). The rest of this document is for you: when the quotes come back, compare them side by side, check each builder (KD-HM-BC-003), and record your decision.

ABOUT THIS DOCUMENT

- General information, not advice. This explains in general what the law says in England and Wales. It is not legal advice about your own situation, and filling it in cannot promise any result.
- Get help early. For your own situation, speak to a solicitor, or to the Citizens Advice consumer helpline on 0808 223 1133 (or 0808 223 1144 for a Welsh-speaking adviser), Monday to Friday 9am to 5pm (in Scotland, Advice Direct Scotland on 0808 164 6000; in Northern Ireland, Consumerline on 0300 123 6262). For anything to do with a shared wall, speak to a party wall surveyor.
- Where it applies. Written for England and Wales; consumer rights are similar in Scotland and Northern Ireland, but building control and party wall rules differ.

2 QUOTE OR ESTIMATE?

READ THIS BEFORE YOU COMPARE

Citizens Advice advises asking for a quote rather than an estimate, because an estimate may not fix what you end up paying. That is guidance, not a rule written in the law. In law what matters is what you and the builder agreed: what the builder says or writes about the work, and you rely on, becomes part of the contract (Consumer Rights Act 2015 s.50); and only where no price, or way of working it out, was agreed do you pay a reasonable price (s.51). So ask for the price in writing, and for a fixed price wherever the work can be priced.

A price far below the others may mean the builder has not priced the same work. Compare line by line, not just the totals.

3 SIDE BY SIDE

WHAT TO COMPARE	BUILDER A	BUILDER B	BUILDER C
Business name			
Date the quote arrived, and its reference			
Written and itemised?			
What does it call itself (quote or estimate), and is the price fixed?			

WHAT TO COMPARE	BUILDER A	BUILDER B	BUILDER C
Total price including VAT £			
VAT shown? At what rate?			
Provisional sums — what for, and £			
Main items included			
Items excluded			
Price holds until			

WHAT TO COMPARE	BUILDER A	BUILDER B	BUILDER C
Start date offered			
Duration			
Deposit £, and what it pays for			
Payment stages			

QUOTE REQUEST AND COMPARISON

continued

FOR YOU — NOT FOR THE BUILDERS

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WHAT TO COMPARE	BUILDER A	BUILDER B	BUILDER C
Written guarantee offered — how long, what it covers			
Insurance-backed?			
Public liability insurance seen — expiry date			
Employers' liability insurance seen — expiry date			
Scheme or trade body — checked on its own website?			
If the deal would be made at your home: cancellation information and form given?			
Builder checks done (KD-HM-BC-003)			
Written contract offered before work starts?			

4 SCORING NOTES

Score each builder from 1 (poor) to 5 (good), or write a short note. The cheapest quote is not always the best value.

SCORE	BUILDER A	BUILDER B	BUILDER C
Price and value for money			
How clear and complete the quote is			
Dates and how long			
Deposit and payment stages			
Guarantee and insurance			
Checks and references			
How they communicated with you			
Total or overall view			

5 DECISION

BUILDER CHOSEN	DATE DECIDED	NEXT STEP

WHY YOU CHOSE THEM

☐ I have told the other builders I will not be using them this time

6 DECIDED BY

This is my comparison of the quotes I received, and my decision.

HOMEOWNER — PRINTED NAME	SIGNATURE	DATE

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continued

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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-14	first-issue	First issue.	— not yet approved —
A0	2026-09-14	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.