

## **Easy Estimate - Estimating Service Terms & Conditions:**

1. Using the details (Drawings/Specification) you provide, we (Easy Estimate) will produce an estimate of the expected project costs for the completion of the work by the main contractor.
2. We aim to complete the estimate within the timescale offered at the point of ordering and receipt of all the required information and details from yourselves. Orders confirmed after 4pm will be processed the next working day.
3. We can customise and amend details/items (labour rates/margins and pre-agreed Provisional Costs) prior to the estimate being completed. Please be aware that some amendments may incur a charge if they are requested once the estimate has commenced.
4. Our policy is for certain variable elements of work to be allowed for as "PC Sums", such as - Windows and Doors, Electrics, Plumbing, Kitchen, Sanitaryware Goods and Structural Elements. These items will be discussed with yourselves prior to the commencement of the estimate to give you the opportunity to advise us of any costs you may already have in mind.
5. Completed estimates will be returned to you in PDF Format. Should an alternative format be required (Spreadsheet or Word Document) then an additional admin fee of £25 plus VAT will be applicable.
6. In the event that there are works involved that cannot be sensibly priced by our estimators, these items will either be omitted from the estimate or entered as a PC Sum or, where possible we can look to obtain a cost from a third party company (this may increase the Estimate turnaround time). This situation can relate to the following examples (but not limited to) - Timber/Composite cladding, Piled Foundations, PCC or Block & Beam Floors, PCC Stairs, Steel Framing.
7. We will provide you with the opportunity to review the estimate and contact us to discuss any amendments/alterations. This must be undertaken within 5 working days of our returning the estimate to you. Any amendments or alterations after this period may be subject to an additional fee unless agreed otherwise in writing. Any additional work to the estimate following the 5 day review period will be charged at £45 per hour plus VAT.
8. Should any submitted drawings not contain specified dimensions then the estimate will be carried out using measurements and dimensions scaled from the provided drawings to the best of our ability.
9. We agree to provide you with our Estimating service once you have paid in full for the confirmed fee and you have provided us with the required information.
10. We will start work once the fee has been paid and all required details have been provided, we reserve the right to charge the full order should you cancel. Once work has started on an estimate a refund cannot be issued.

11. You acknowledge that we are providing a construction project “estimate” which by definition is a judgment of material quantities, labour requirements and associated items to complete the project on an advisory basis and that the suitability and quantity of any goods for any particular purpose is for guidance only and without liability.

12. It is your responsibility to ensure that any specification, drawings and details provided to us and included in the estimate comply with Building Regulations and that all building methods/products used meet the required standards and any Warranty requirements.

13. We exclude ourselves of any liability for loss or profit, business, information/data or any other financial loss or any incidental, indirect, special or punitive damages of any kind.

14. We are entitled to reduce the service availability and cancel any ongoing contract if we are forced to do so by any circumstances beyond our control such as war, fire, industrial action, natural disaster and so on. We will not be liable for any loss or damage resulting from this.

15. We reserve the right to alter our service cost at our discretion without notice.

16. Following any complaint or request for refund, these matters will be dealt with within a two-week period. All and any complaints/refund requests must be recorded in writing (via secure email), as to keep information from all parties involved accessible for review

17. The Contract is commenced once payment for our service has been received.

Your responsibilities as the customer:

The estimate will be completed using information provided by the customer, any deviations from details provided will be agreed with you in advance. It is the customers responsibility to ensure that any and all items included within the estimate are fit for purpose and suitable for any works that will take place. It is the customers responsibility to also ensure that the estimate is checked and found to be correct prior to any Quotation or Tender offer being submitted.

If you have not had direct communication with the Estimating Team prior to or after receiving your estimate to discuss variable items please contact us at the soonest opportunity to ensure we carry out any amendments should there be a need to do so.

All PC Sums are to be reviewed and checked by you (the Customer) and amended at the review stage should there be a need to do so.

PC Sums explained - an allowance that has been calculated or estimated for the supply of work and/or materials by a contractor and/or supplier that would be nominated by the customer and/or their client. A PC Sum is exclusive of any profit/margin (unless otherwise agreed) or any form of attendance (scaffolding, rubbish clearance etc.) and is subject to formal quotes from specialist

subcontractors.