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ILLUSTRATIVE DOCUMENT 03 / 04

# COST ESTIMATE SUMMARY

## Sample cost plan

## Four-bedroom residential extension

Midlands region - 220 m² floor area - February 2026 - Sample ref EXT-2026-001

This three-page document is an illustrative cost estimate summary. It demonstrates how likely project cost can be presented for budgeting and design review. It is not a contractor's bid, a live quotation or a construction instruction.

## Purpose of this sample

The sample shows a clear cost plan by work section and cost type, followed by the main assumptions, exclusions and cost risks. The values reconcile with the related illustrative BOQ and material take-off examples.

## Document basis

| | |
|---|---|
| Project | Four-bedroom residential extension |
| Location | Midlands region |
| Illustrative floor area | 220 m² |
| Estimate stage | Budget cost plan based on an illustrative coordinated design |
| Price basis | Illustrative February 2026 market rates |
| Currency and VAT | GBP (£); VAT shown separately at an assumed 20% |
| Editable issue | Excel workbook available on request for real commissions |

## Contents

Page 2 - Executive cost summary, work-section costs and cost-type distribution
Page 3 - Estimate basis, assumptions, exclusions, risks and estimate-versus-tender guidance

# Cost estimate summary

## Executive cost plan

All figures are illustrative and use the same sample project as the BOQ and take-off. Costs should be refreshed when the design, specification, programme or market position changes.

| COST EXCLUDING VAT | EXAMPLE VAT AT 20% | TOTAL INCLUDING VAT |
|---|---|---|
| **£392,387.13** | **£78,477.43** | **£470,864.56** |

## Work-section costs

| Work section | Amount (£) | Share |
|---|---|---|
| Preliminaries | 64,800.00 | 16.5% |
| Substructure | 80,611.35 | 20.5% |
| Superstructure | 92,228.32 | 23.5% |
| Roofing | 26,205.55 | 6.7% |
| Mechanical, electrical and plumbing | 37,088.16 | 9.5% |
| Finishes | 54,469.34 | 13.9% |
| External works | 36,984.41 | 9.4% |
| **Subtotal excluding VAT** | **£392,387.13** | |
| Example VAT at 20% (assumed) | £78,477.43 | |
| **Total including VAT** | **£470,864.56** | |

## Cost distribution before VAT

| Cost type | Amount (£) | Share | Visual share |
|---|---|---|---|
| Labour | 219,180.00 | 55.9% | |
| Materials | 149,476.32 | 38.1% | |
| Plant | 18,885.80 | 4.8% | |
| Other | 4,845.01 | 1.2% | |
| **Total excluding VAT** | **£392,387.13** | **100.0%** | |

# Estimate basis and limitations

## What sits behind the figures

A cost estimate is only as reliable as the information, assumptions and allowances behind it. A real estimate should be read together with its basis, exclusions and risk notes.

### Key inclusions and assumptions

- Normal access, working hours and ground conditions.
- Mid-range finishes and standard domestic fittings.
- Rates include labour, materials, plant and typical subcontractor attendance.
- Seven work sections align with the related BOQ sample.

### Key exclusions

- Professional fees, planning fees and statutory charges.
- Finance costs, land purchase and client loose furniture.
- Abnormal ground conditions, asbestos and contamination.
- Utility-provider upgrades and work outside the stated scope.

## Cost risks to review

| Cost risk | Why it matters | Treatment in this sample |
|---|---|---|
| Design development | Quantities and specifications may change as the design is coordinated. | No separate design-development allowance is included. |
| Market movement | Labour and material prices can move between estimate date and procurement. | Rates are illustrative at the stated February 2026 base date. |
| Site conditions | Hidden conditions can affect foundations, drainage and temporary works. | Normal conditions are assumed; abnormal items are excluded. |

## Estimate and tender are not the same

| ESTIMATE | TENDER |
|---|---|
| A forecast of likely project cost used for budgeting, design decisions and cost control. It can be updated as information improves. | A contractor's priced offer for a defined scope, with stated assumptions, exclusions and commercial terms. It should be reviewed before acceptance. |

For a real commission, the client-ready issue can be supplied without Clearline branding, with space for the client's logo and details. An editable Excel workbook can also be provided on request.