Job Cost Checklist

Gather the five estimates the calculator needs before you quote. Use your own numbers. A rough honest estimate beats a blank.

Job _____ **Date** _____

	ESTIMATE	WHAT TO COUNT	AMOUNT	NOTES
1	**Total time you'll spend**	Drive there ___ min · Setup ___ · Washing ___ · Pack-up ___ · Drive back ___ Count each minute once. Your pay for this time is worked out from your hourly pay.	**___ h ___ min**	
2	**Vehicle cost for the round trip**	Fuel for the drive there and back, plus your per-trip wear and maintenance allowance. Money only; your driving time is already in item 1.	**$ _____**	
3	**Chemicals and consumables**	What this job uses up: chemicals, surfactant, rags and similar supplies.	**$ _____**	
4	**Equipment cost**	Running cost and wear for the washer, surface cleaner, hoses and tips on this job. Washer fuel goes here; truck fuel doesn't.	**$ _____**	
5	**Overhead and other costs**	This job's share of insurance, phone, software and other running costs. A per-job amount, not the monthly bill.	**$ _____**	

Don't count anything twice

- **Drive time counted twice.** Time goes in item 1; fuel and wear go in item 2. Don't add a dollar value for your driving time to the vehicle cost.
- **Truck fuel in equipment.** The truck's fuel is vehicle cost. Equipment is the washer and its gear.
- **A whole month of overhead.** Divide your monthly running costs across your jobs and enter one job's share.
- **Your pay added again.** Your hourly pay is already applied to the time in item 1. Don't add wages to overhead.
- **Blank instead of 0.** If a job truly has no cost in a line, write 0. A blank means you haven't estimated it yet.

Then: enter the five amounts in the calculator with your saved settings. The minimum quote covers only these costs. Taxes, payment fees and discounts aren't calculated.

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