

Sub.: Preparation of Estimates and Measurements.

Engineers / Supervisors shall follow a standard format for making estimates/measurements. Estimate and measurement sheets are provided in Ms-Excel. A format copy may be obtained from Aruna.

Distinction must be made between measurements and estimates. Measurements only determine the quantum of work done. It contains the total quantity in Cft, Sft etc., while the estimate is a Rupee value of work done or to be done. Summary of measurements as per measurements sheet must be used to prepare the estimate.

Estimate and measurement sheets must contain details like Company Name, Project, Work description, Period of work, contractor name, etc., and must be signed by Engineers / Supervisors.

Soft copy has been emailed to all email accounts.

Managing Director.

Measurement sheet

MEASUREMENT SHEET									
Company Name:					Approved by:				
Project:					Sign:				
Work Description:					Work start date:				
Contractor:					Work end date:				
Prepared By									
Date:									
			A	B	C	D	E=AxBxCxD	F	G=Sum of E
S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head Total

Estimate Sheet

ESTIMATE SHEET							
Company Name:				Approved by:			
Project:				Sign:			
Work Description:							
Contractor:							
Prepared By							
Date:							
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total