



## Welcome!

Creating accurate estimates for remodeling and renovation projects is easy with CostEstimator.com. This Quick Start Guide will walk you through the 11 simple steps for creating an accurate estimate. Let's get started!

## Remember, we're always available

If you have any questions, always feel free to contact us at [support@hometechonline.com](mailto:support@hometechonline.com).

## Step 1: Login

Login at <http://www.CostEstimator.com>. Simply type in your E-Mail address and password, and click on the Start Estimating button. (FIGURE 1)

## Step 2: Create a new project

On the Welcome to Cost Estimator screen, click on the words "click here" in the first paragraph on the right to go to the Current Projects Page link. Then, click on the New Project button on the top right to start a new project. (FIGURE 2)

## Step 3: Enter project information

You should at least fill out the Title, but you can always fill in more of the fields later, and click on the Submit button. (FIGURE 3)



FIGURE 1

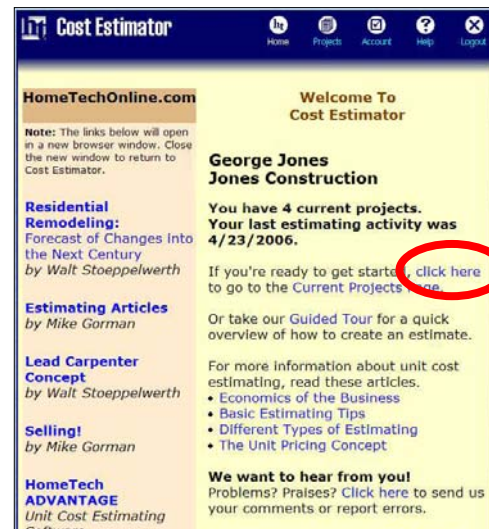


FIGURE 2



FIGURE 3



## Step 4: Go to the Add Items tab to add project cost items

You will notice tabs across the top of the page titled Project Info, Add Items, Cost Sheet, and Bid Sheet. To start adding items to your estimate, click on the Add Items tab. (FIGURE 4)

## Step 5: Understanding the Add Items tab

This is the screen where you select the items that go into your estimate.

On the left side is a listing of the divisions in the database. There are 25 divisions, or sections, organized in the logical order that you would build a project.

The open book logo (for Plans and Permits) on the top left represents the section in which you are currently working. On the right side are the database items and costs for the section of the cost book that you're in. Notice the seven column headings at the top. SPECIFICATIONS is the description of the work to be done. UNIT is the unit of measurement - SF = square feet, LF = linear feet, CF = cubic feet, EA = each, etc. (FIGURE 4)

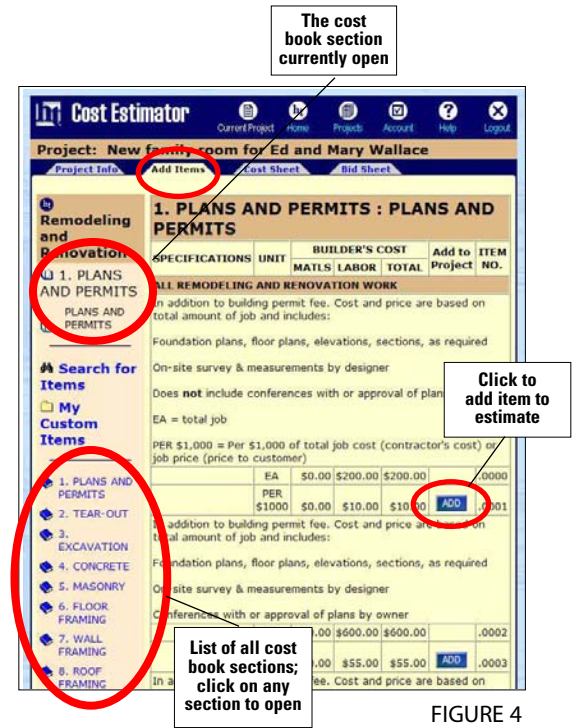


FIGURE 4

## Step 6: Add items to your Cost Sheet

On the right side, you will see Add buttons for each item you want in your estimate. Click on the Add button for items you want to add to your estimate. (Note that some items will automatically add setup costs to your cost sheet.) (FIGURE 4)

A popup box will be presented for you to enter the quantity or amount for the item. Enter the number and click on Submit. You can always change the quantity later. NOTE that you may have to enlarge the popup box (to see the Submit button) by clicking and holding the bottom right corner and then dragging down or to the right. (FIGURE 5)

Work your way down the estimate by clicking on each desired division title on the left (e.g. Tear-out, Excavation, Concrete, etc.). Note that the divisions are listed in order on the bottom left portion of the Add Items tab. (FIGURE 4)

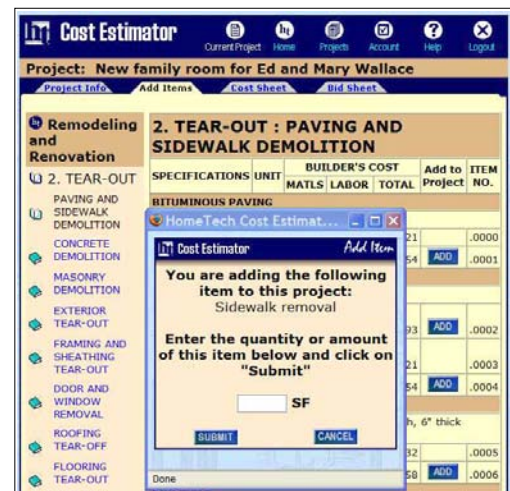


FIGURE 5



### Step 7: Review and edit costs and quantities

After adding all items you want to your estimate, click on the Cost Sheet tab at the top. The cost sheet shows all the items you have selected and any quantities you have entered. It also automatically calculates the costs for each item, and displays a selling price at the bottom. (FIGURE 6)

On the Cost Sheet you can also change quantities. Be sure to click on the Recalculate button at the bottom to recalculate and save any changes as you make changes.

### Step 8: Review markup

While in the Cost tab, take a look at the Markups % line near the bottom of the page. We have entered a 50% markup for both materials and labor. You can enter any percentage you choose. The Project Selling Price listed is the direct costs plus the markup. The Gross Profit amount shown is the total amount of markup. (FIGURE 6)

Remove	Item Number	Description	Qty	Unit	Material Cost	Labor Cost	Total Cost	Selling Price
Required	1.0000	Plans & Permits	1	EA	\$0.00	\$200.00	\$200.00	\$300.00
<input type="checkbox"/>	1.0001	Plans & Permits includes \$ per thousand	2	PER \$1000	\$0.00	\$20.00	\$20.00	\$30.00
<input type="checkbox"/>	3.0000	Excavate dirt, gravel or topsoil	100	CF	\$0.00	\$191.00	\$191.00	\$286.50
<input type="checkbox"/>	7.0000	2" x 4" framed bearing wall	352	SF	\$306.24	\$334.40	\$640.64	\$960.96
<input type="checkbox"/>	18.0011	1/2" gypsum drywall new work	352	SF	\$140.80	\$436.48	\$577.28	\$865.92
Subtotals:					\$447.04	\$1,181.88	\$1,628.92	
Markups %:					50 %	50 %	50 %	
Markups \$:					\$223.52	\$590.94	\$814.46	
Project Selling Price:					\$2,443.38			
Gross Profit:					\$814.46 = 33.33 %			

FIGURE 6

### Step 9: Print reports

While in the Cost Sheet, simply click on the Print Cost Summary button at the bottom to see all of your totals for the project.

You can then print the report directly to your browser

(File/Print) to get a copy of your sheet. (FIGURE 7)

New family room for Ed and Mary Wallace		Cost Sheet Summary		
		Materials Cost	Labor Cost	Total Cost
Subtotals:		\$447.04	\$1,181.88	\$1,628.92
Markups %:		50 %	50 %	50 %
Markups \$:		\$223.52	\$590.94	\$814.46
Project Selling Price:		\$2,443.38		
Gross Profit:		\$814.46 = 33.33 %		

FIGURE 7

The Cost Detail button at the bottom of the Cost Sheet tab will print all of your direct costs and selling price for each item. This is a great report for tracking actual job costs, and planning budgets.

### Step 10: Review Bid Sheet summary

Click on the Bid Sheet tab. The cost summary will show all your totals for the project. If you want to make any changes, go back to Add Items or Cost Sheet to make the desired changes or additions. (FIGURE 8)

### Step 11: Print Bid Sheet

At the bottom of the Bid Sheet tab, you can click on the Print Bid Sheet button. This report shows all the long specifications and quantities your customer will receive. You can change quantities on this screen as well. It lists what you are going to do, item by item, in great detail. The only costs or prices listed is the Project Total at the end of the estimate.

Description	Quantity	Unit
<ul style="list-style-type: none"> <li>ALL REMODELING AND RENOVATION WORK: In addition to building permit fee. Cost and price are based on total amount of job and Includes:  Foundation plans, floor plans, elevations, sections, as required  On-site survey &amp; measurements by designer  Does <b>not</b> include conferences with or approval of plans by owner EA = total job  PER \$1,000 = Per \$1,000 of total job cost (contractor's cost) or job price (price to customer) Plans &amp; Permits includes \$ per thousand</li> </ul>	2	PER \$1000
<ul style="list-style-type: none"> <li>EXCAVATION: Hand-digging and placing dirt in wheelbarrow or on ground next to excavation. Excavation not over 6</li> </ul>	100	CF

FIGURE 8