

USERS MANUAL

For

Landscape Estimate Tool (LET) Demo Version



September 2006

Disclaimer

The Landscape Estimate Tool (LET) described in this manual is applied at the users' own risk. Neither Global Estimating Management Systems, LLC, or the system authors can assume responsibility for system operation, output, interpretation, or use.

Introduction

The Landscape Estimate Tool (LET) Demo is a modified version of the LET version 2.0. This Demo will allow the user to familiarize themselves with the overall capability of the software. The user will be able to generate Estimates, Proposals, Work Orders and Materials Lists.

Within this Demo, only Phase 1 and 10 can be activated. Phase 1 will give the user an understanding of Estimate Sheets as well as the functionality of the drop-down menus. The user will also be able to include a subcontractor. Phase 10 will give the user a glimpse of the Retaining Wall module. In the full version, Phase 1 has many more line items and Phase 10 has a total of 6 retaining walls.

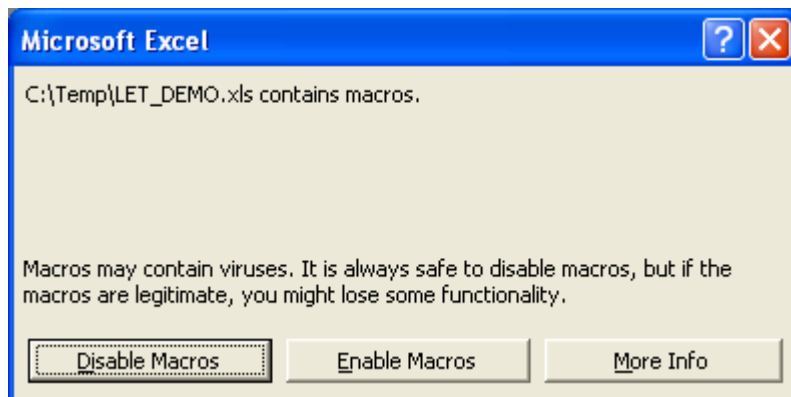
Computer Needs

The only requirement that user must have to launch the LET Demo is a licensed version of Microsoft Excel 1997 or greater.

Launching the LET Demo

To launch the LET Demo, follow these steps:

1. Open up the Landscape Estimate Tool (LET) Demo in Microsoft Excel.
2. Make sure the following message appears.



3. Click Enable Macros.
4. The program will launch.

If you do not get the message in Step 2, refer to the Troubleshooting section under **Functions are not working**.

Tutorials

Tutorials

There are a total of 4 tutorials that are provided in this manual. They are:

1. Using the **Job Information** Sheet
2. Using the **Job Values** Sheet.
3. Doing a Simple Estimate
4. Using the Retaining Wall Module

The first tutorial will step the user through setting up the **Job Information** Sheet. This sheet will then be used for the other tutorials.

The second tutorial will step the user through setting up the **Job Values** Sheet. This sheet will then be used for the other tutorials.

The third tutorial will define the items for a sample project and then step through entering data on the Estimate Sheets and then creating a Master Proposal, a Work Order and a Materials Sheet.

The forth tutorial will define items for a sample project that contains a retaining wall and then step through entering data on the Estimate Sheets and then creating a Master Proposal, a Work Order and a Materials Sheet.

***** Please note that the costs for Travel in the tutorials are calculated differently than they are in the demo. These differences are due to an update in the software.**

Tutorial Number 1. Using the Job Information Sheet

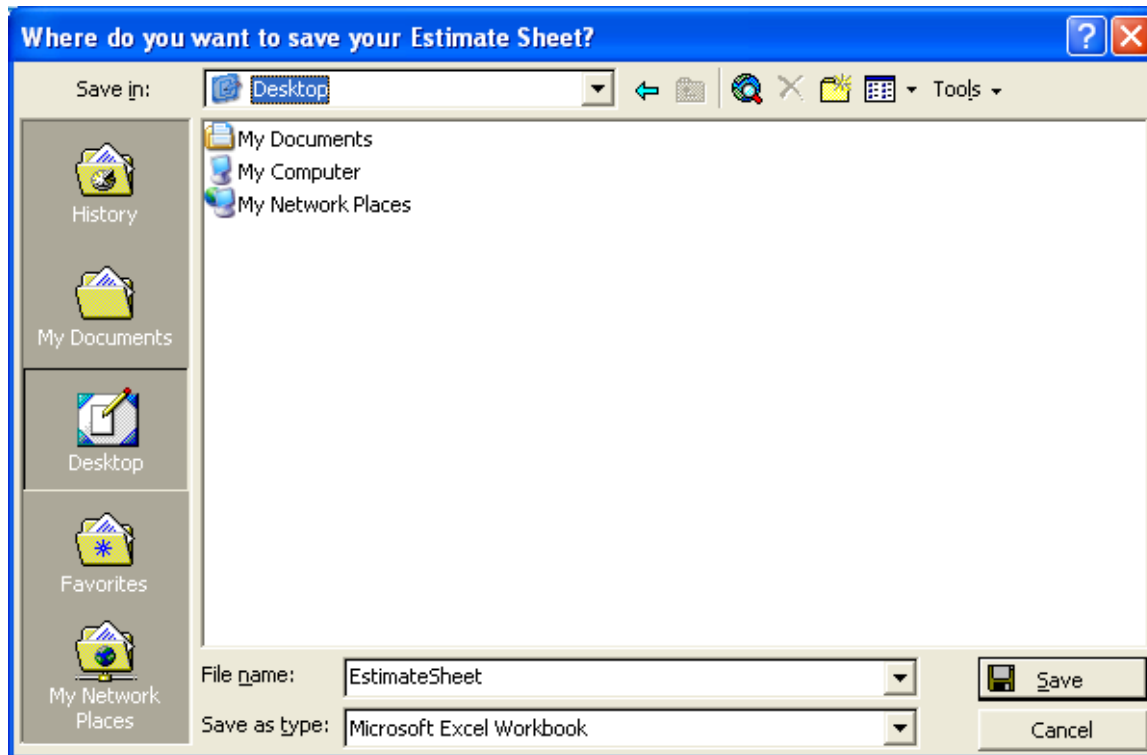
The job information provided in Table 1 will be used for this tutorial.

Table 1 – Job Information for Tutorials

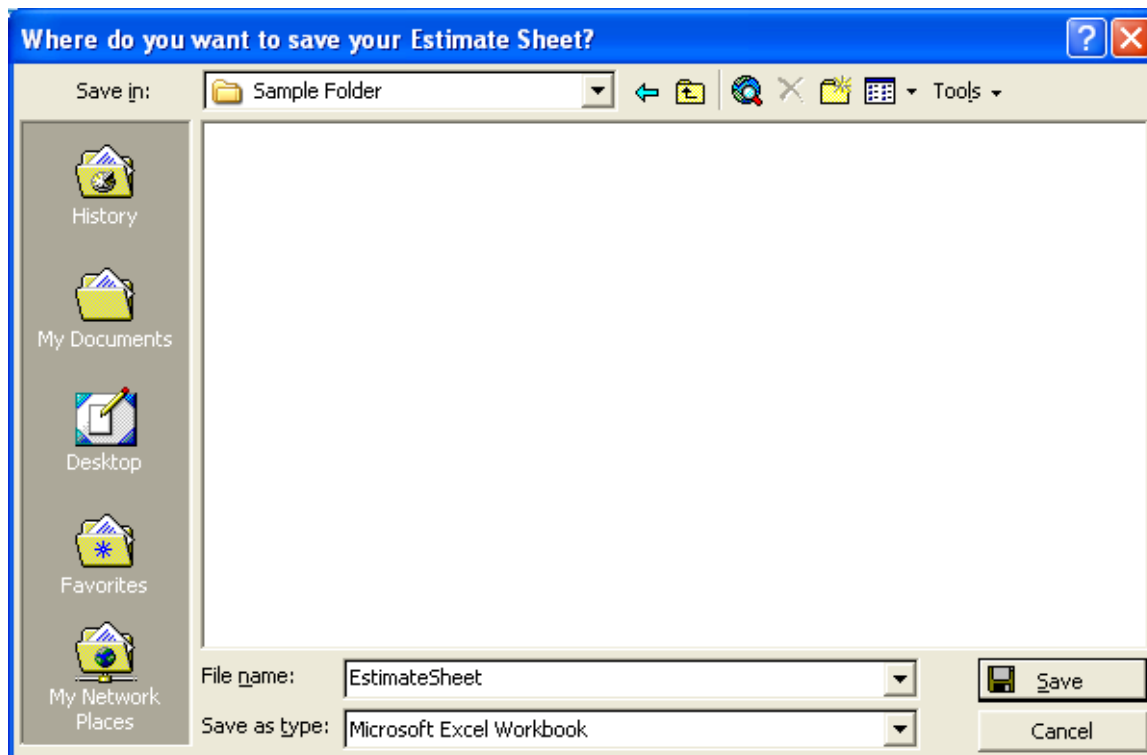
Name	Value
Date	1/1/2000
Job Number	1000
Project Start Date	2/1/2000
Project End Date	2/7/2000
Designer	Designer 1
Foreman	Designer 1
Customer Name	J. Q. Customer
Job Name	Residence
Address	123 Main St. Anytown, State 12345
Contact Person	J.Q. Customer
Phone Number	555-123-1234
Fax Number	555-123-9876
E-Mail Address	jqc@something.com
Lead Source	Yellow Pages
Directions	Go to Main Street and turn left. Go 3 Blocks and house is on left.
Notes	Watch out for the dog.

To input the Job Information in the Estimate Tool, follow these steps:

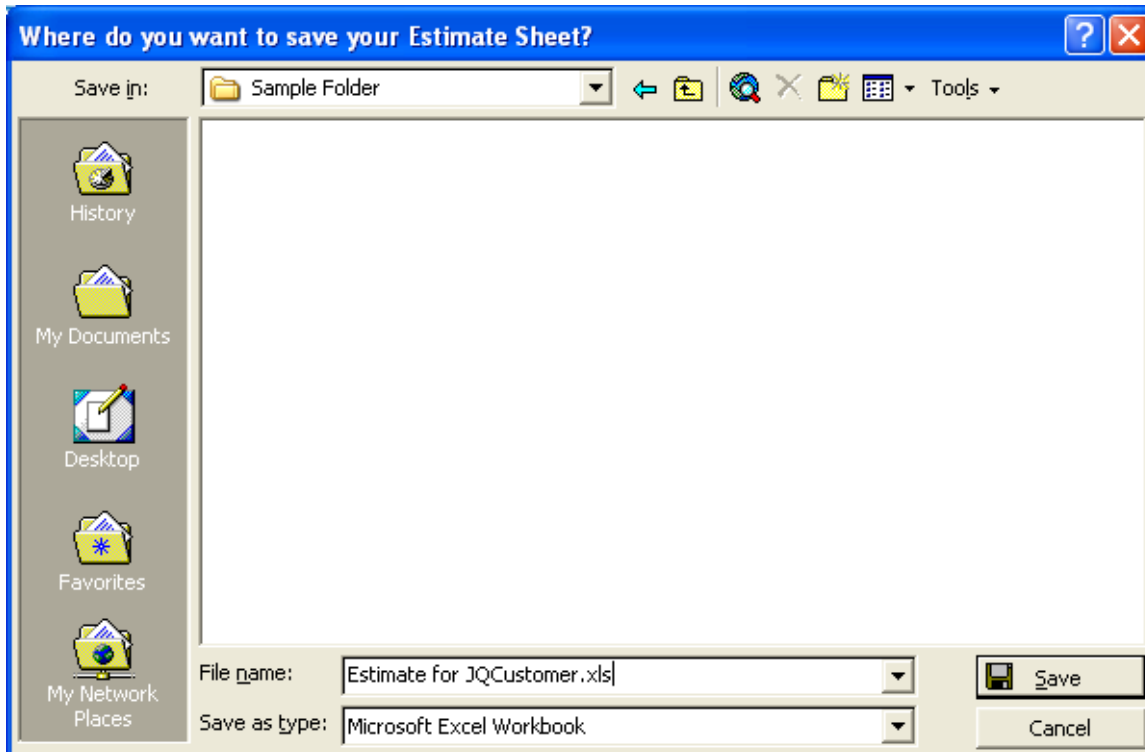
1. Assuming the Estimate Tool is already open, go to the **Job Information** Sheet.
2. Enter the information in the above table into the **Job Information** Sheet. When you get to the Customer Name, type in the name, and then click outside of the cell. The following screen should appear.




3. Navigate to the location that you would like to save your estimate. For this example, the estimate will be saved in a folder called Sample Folder.



4. Name the file you wish to save. The default name is “EstimateSheet.xls”. For this example, the estimate was named “Estimate for JQCustomer.xls”.



5. Click Save.
6. Finish entering the values into the **Job Information** Sheet
7. When finished, the **Job Information** Sheet should look like this:

Job Information Routing Sheet	
Date	1/1/2000
Designers Name	Designer 1
Job Number	1000
Customer Name	J. Q. Customer
Address	123 Main Street Anytown, State 12345
Contact Person	J. Q. Customer
Phone Number	555-123-1234
Fax Number	555-123-9876
E-Mail Address	jqc@something.com
Lead Source	Yellow Pages
	
Foreman	Designer 1
Job Start Date	2/1/2000
Job End Date	2/7/2000
Job Name	Residence
Directions	Go to Main Street and turn left Go 3 Blocks and house is on left.
Notes	Watch out for the dog.

Tutorial Number 2. Using the Job Values Sheet

The information provided in Table 2 will be used for this tutorial.

Table 2 – Job Values for Tutorials

Name	Value
<i>Miscellaneous Fees and Costs</i>	
Facilities	\$85
Misc. Labor	10%
Tax	5%
Misc. Gross Margin	60%
On-Site Design per Hour	\$100
<i>Job Crew Information</i>	
Travel Time to Job (hrs)	1
Crew Size	3
Crew Hours/Day	10
Job Type	N/A
Labor Rate (\$/hour)	\$15.00
Labor Gross Margin	50%

To input the Job Values in the Estimate Tool, follow these steps:

1. Go to the **JOB VALUES** Sheet.
2. Enter the Miscellaneous Fees and Costs into **JOB VALUES** Sheet.
3. Enter the Job Crew Information into the **JOB VALUES** Sheet.
4. The **JOB VALUES** Sheet should look like this:

Job Values

Miscellaneous Fees and Costs

Facilities

\$85

Misc. Labor

10.00%

Tax

5.00%

Misc. Gross Margin

60%

On-Site Design per Hour

\$100

Gross Margin Selection

☒ Variable

☐ Constant %

Update Designer Information

Designer Name Database

Designer 1

Add Name

Delete Name

Job Crew Information

Travel Time to Job (hrs)

1

Crew Size

3

Crew Hours/Day

10

Job Type

1

Job Type (\$/hour)

15.00

Labor Gross Margin

50%

Design Fee Selection

☒ No

☐ Yes \$

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Tutorial Number 3. Doing a Simple Estimate

Items for this Tutorial:

Item	Quantity	Size	Actual Cost	Gross Margin
<i>Shade Trees</i>				
Oak Trees	2	2.0"	\$35	54%
Maple Trees	4	2.5"	\$40	56%
Pine Trees	8	1.5"	\$20	51%

Name	Value
<i>Shade Trees</i>	
Dump Fees	\$200
On-Site Hours	3

To Create an Estimate

1. Enter in the Job Information and the Job Values data from the first two tutorials.
2. Go to the **PROJECT CONTROL SHEET**.
3. Under *Group 1 Phases*, select Phase 1 (Shade Trees).

Phases, Status of Phases, and Change Orders for Project

Group 1 Phases

Phase Number	Phase Name	Status of Phase		
		Proposed	Sold	Declined
1 <input checked="" type="checkbox"/>	Shade Trees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 <input type="checkbox"/>	Ornamental Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 <input type="checkbox"/>	Evergreen Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 <input type="checkbox"/>	Shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 <input type="checkbox"/>	Perennials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group 2 Phases

Phase Number	Phase Name	Status of Phase		
		Proposed	Sold	Declined
6 <input type="checkbox"/>	Drainage and Erosion Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 <input type="checkbox"/>	Landscape Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 <input type="checkbox"/>	Misc Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 <input type="checkbox"/>	Paver Installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 <input type="checkbox"/>	Retaining Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Change Orders

Change Order	Change Order Name
1 <input type="checkbox"/>	
2 <input type="checkbox"/>	
3 <input type="checkbox"/>	
4 <input type="checkbox"/>	
5 <input type="checkbox"/>	

Functions

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4. Click on the **Create Estimates** button.

Phases, Status of Phases, and Change Orders for Project

Group 1 Phases

Phase Number	Phase Name	Status of Phase		
		Proposed	Sold	Declined
1	Shade Trees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Ornamental Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Evergreen Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Perennials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group 2 Phases

Phase Number	Phase Name	Status of Phase		
		Proposed	Sold	Declined
6	Drainage and Erosion Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Landscape Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Misc Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Paver Installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Retaining Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Change Orders

Change Order	Change Order Name
1	
2	
3	
4	
5	

Functions


Create Estimates **Change Orders**

Create Proposal **CO Work Orders**

Create Work Orders **Change Order Form**

Create Materials **Export**

Show Op. Values

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- Go to the **Estimate-1** Sheet.
- Enter in the Dump Fees and the On-Site Hours.

ESTIMATE	Project Information		Freight Fee	Lump Fee	Nursery Time	On-Site Hours	Total Job Cost	Weighted Gross Margin	
	Project:	Residence		200		3	\$	-	This Phase
	Date:	1/1/2000	MISC GM	60%	Tax	5%	Facilities	85	100
	LA:	Bill Smith	Travel Time	1	Crew Size	3	Hours/Day	10	Misc. Labor
Phase Name:	Shade Trees						15	Labor (\$/hr)	
								0.0%	
								0.0%	

- Enter in the line items as shown. The size of each tree is chosen from the drop-down menus. The unit hours values are automatically populated based on what size tree was selected. For example, a 2" caliber tree will require 1.18 unit hours to install. The user may type over the unit hours value if they wish. The sizes in the drop-down menu, and the unit hours associated with them can be changed by going to the operational values sheets and updating the default database.


Phases, Status of Phases, and Change Orders for Project

Group 1 Phases		Status of Phase		
Phase Number	Phase Name	Proposed	Sold	Declined
1	<input checked="" type="checkbox"/> Shade Trees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/> Ornamental Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/> Evergreen Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/> Shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/> Perennials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group 2 Phases		Status of Phase		
Phase Number	Phase Name	Proposed	Sold	Declined
6	<input type="checkbox"/> Drainage and Erosion Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/> Landscape Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/> Misc Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/> Paver Installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/> Retaining Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Change Orders	
Change Order	Change Order Name
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>

Functions	
Create Estimates	Change Orders
Create Proposal	CO Work Orders
Create Work Orders	Change Order Form
Create Materials	Export
Show Op. Values	

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10. The following screen will appear.

Master Proposal Creation 

Master Proposal has been created and may now be edited.

11. You can now customize the **Master Proposal** Sheet.

J. Q. Customer

123 Main Street
Anytown, State
12345

January 1, 2000

Shade Trees

<u>Quantity</u>	<u>Description</u>	<u>Size</u>
2	Oak Trees	2"
4	Maple Trees	2.5"
8	Pine Trees	1.5"

Total Shade Trees Installation = \$ 2,333.02

Total Job Cost = \$ 2,333.02

To Create a Work Order


12. Go to the **PROJECT CONTROL SHEET**.

13. To create a Work Order, the status of a phase should be Sold. Therefore, select Sold, for Phase 1.

Phases, Status of Phases, and Change Orders for Project

Group 1 Phases			Status of Phase			Change Orders	
Phase Number	Phase Name		Proposed	Sold	Declined	Change Order	Change Order Name
1	<input checked="" type="checkbox"/> Shade Trees		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>
2	<input type="checkbox"/> Ornamental Trees		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>
3	<input type="checkbox"/> Evergreen Trees		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>
4	<input type="checkbox"/> Shrubs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>
5	<input type="checkbox"/> Perennials		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>

Group 2 Phases			Status of Phase			Functions	
Phase Number	Phase Name		Proposed	Sold	Declined		
6	<input type="checkbox"/> Drainage and Erosion Control		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Create Estimates"/>	<input type="button" value="Change Orders"/>
7	<input type="checkbox"/> Landscape Lighting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Create Proposal"/>	<input type="button" value="CO Work Orders"/>
8	<input type="checkbox"/> Misc Landscaping		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Create Work Orders"/>	<input type="button" value="Change Order Form"/>
9	<input type="checkbox"/> Paver Installation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Create Materials"/>	<input type="button" value="Export"/>
10	<input type="checkbox"/> Retaining Walls		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Show Op. Values"/>	

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14. Click on the **Create Work Orders** button.

Phases, Status of Phases, and Change Orders for Project

Group 1 Phases

Phase Number	Phase Name	Status of Phase		
		Proposed	Sold	Declined
1	Shade Trees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Ornamental Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Evergreen Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Perennials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group 2 Phases

Phase Number	Phase Name	Status of Phase		
		Proposed	Sold	Declined
6	Drainage and Erosion Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Landscape Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Misc Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Paver Installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Retaining Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Change Orders

Change Order	Change Order Name
1	
2	
3	
4	
5	

Functions

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15. Go to the Work Order Sheet. It should look like this.

Date _____		Residence _____																																																																															
Day _____		Sheet _____ Of _____																																																																															
M T W TH F S (Circle One)		Date of Estimate 1/1/2000																																																																															
WORK ORDER	Name	Employee #	Start Time																																																																														
Indirect																																																																																	
Lunch																																																																																	
TOTAL																																																																																	
Directions:		Go to Main Street and turn left Go 3 Blocks and house is on left.																																																																															
<table border="1"> <thead> <tr> <th colspan="2">Materials List</th> <th colspan="2">Budgeted Hours</th> <th colspan="2">Tools / Equipment</th> </tr> <tr> <th>Quantity</th> <th>Description</th> <th>Size</th> <th>Unit</th> <th>Total</th> <th>Actual Hours</th> </tr> <tr> <th></th> <th></th> <th></th> <th>Hours</th> <th>Hours</th> <th>Check</th> </tr> </thead> <tbody> <tr> <td colspan="6">Shade Trees</td> </tr> <tr> <td>2.00</td> <td>Oak Trees</td> <td>2"</td> <td>1.2</td> <td>2.4</td> <td></td> </tr> <tr> <td>4.00</td> <td>Maple Trees</td> <td>2.5"</td> <td>1.5</td> <td>6.0</td> <td></td> </tr> <tr> <td>8.00</td> <td>Pine Trees</td> <td>1.5"</td> <td>1.2</td> <td>9.4</td> <td></td> </tr> <tr> <td colspan="3">Total Budgeted Man Hours =</td> <td colspan="3">17.8</td> </tr> <tr> <td colspan="3">Total Budgeted Man Hours =</td> <td colspan="3">17.8</td> </tr> <tr> <td colspan="3">Total Travel Time in hours =</td> <td colspan="3">6.0</td> </tr> <tr> <td colspan="3">Total Budgeted Hours (inc. Travel) =</td> <td colspan="3">23.8</td> </tr> <tr> <td colspan="3">Crew Days for Project =</td> <td colspan="3">0.6</td> </tr> <tr> <td colspan="3">Crew Days for Project with Travel =</td> <td colspan="3">0.8</td> </tr> </tbody> </table>				Materials List		Budgeted Hours		Tools / Equipment		Quantity	Description	Size	Unit	Total	Actual Hours				Hours	Hours	Check	Shade Trees						2.00	Oak Trees	2"	1.2	2.4		4.00	Maple Trees	2.5"	1.5	6.0		8.00	Pine Trees	1.5"	1.2	9.4		Total Budgeted Man Hours =			17.8			Total Budgeted Man Hours =			17.8			Total Travel Time in hours =			6.0			Total Budgeted Hours (inc. Travel) =			23.8			Crew Days for Project =			0.6			Crew Days for Project with Travel =			0.8		
Materials List		Budgeted Hours		Tools / Equipment																																																																													
Quantity	Description	Size	Unit	Total	Actual Hours																																																																												
			Hours	Hours	Check																																																																												
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2.00	Oak Trees	2"	1.2	2.4																																																																													
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8.00	Pine Trees	1.5"	1.2	9.4																																																																													
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Crew Days for Project =			0.6																																																																														
Crew Days for Project with Travel =			0.8																																																																														

16. The entire Work Order for Phase 1 is on the Work Order-1 Sheet.

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- Go to the **PROJECT CONTROL SHEET**.
- Click on the **Create Materials** button.


Phases, Status of Phases, and Change Orders for Project

Group 1 Phases			Status of Phase		
Phase Number	Phase Name		Proposed	Sold	Declined
1	<input checked="" type="checkbox"/> Shade Trees		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/> Ornamental Trees		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/> Evergreen Trees		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/> Shrubs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/> Perennials		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group 2 Phases			Status of Phase		
Phase Number	Phase Name		Proposed	Sold	Declined
6	<input type="checkbox"/> Drainage and Erosion Control		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/> Landscape Lighting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/> Miscellaneous Landscaping		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/> Paver Installation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/> Retaining Walls		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Change Orders	
Change Order	Change Order Name
1 <input type="checkbox"/>	<input type="text"/>
2 <input type="checkbox"/>	<input type="text"/>
3 <input type="checkbox"/>	<input type="text"/>
4 <input type="checkbox"/>	<input type="text"/>
5 <input type="checkbox"/>	<input type="text"/>

Functions	
Create Estimates	Change Orders
Create Proposal	CO Work Orders
Create Work Orders	Change Order Form
Create Materials	Export
Show Op. Values	

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19. The following screen will appear.

Materials List Selection

Do you want to generate a Materials List for the Estimates or for the Change Orders?
Enter (1) for Estimate Materials List or a (2) for Change Order Materials List.

OK Cancel

20. Click OK. The following screen will then appear.

Materials List Creation

Materials Sheet has been created and may now be edited.

OK

21. You can now customize the **MATERIALS** Sheet.

Materials List Page

Designer Bill Smith

J. Q. Customer

123 Main Street
Anytown, State
12345

January 1, 2000

Shade Trees

Quantity	Description	Size	Budgeted Costs	Total Costs
2.00	Oak Trees	2"	\$ 36.75	\$ 73.50
4.00	Maple Trees	2.5"	\$ 42.00	\$ 168.00
8.00	Pine Trees	1.5"	\$ 21.00	\$ 168.00
			\$	409.50
			\$	409.50

At any time during the estimate, the user may wish to go to the SUMMARY sheet. When all of the information is filled out for this tutorial, the SUMMARY sheet should look like this:

Summary Sheet for Job

Job Name: Residence		Total Job Cost: \$ 2,333.02	
Client Name: J. Q. Customer			

Phase #	Phase Name	Total Costs for Phase	Total In-House	Total Subcontractor	Material Costs	Labor Costs	Weighted Gross Margin	Contribution Gross Margin	Total Man Hours (w/ Trav.)	Total Man Days (w/ Trav.)
1	Shade Trees	\$ 2,333.02	\$ 2,333.02	\$ -	\$ 409.50	\$ 267.60	52%	\$ 1,655.92	23.84	0.79
2										
3										
4										
5										
6										
7										
8										
9										
10										
Totals =		\$ 2,333.02	\$ 2,333.02	\$ -	\$ 409.50	\$ 267.60	52%	\$ 1,655.92	23.84	0.79

Totals =	Facilities	Freight Fees	Dump Fees	Travel	Misc. Labor	On-Site Design	Design Fee
\$ 6.32	\$ -	\$ 500.00	\$ 53.52	\$ 53.52	\$ 300.00		

Tutorial Number 4. Using the Retaining Wall Module

Items for this Tutorial:

Installation of a 157.0 ft retaining wall with 8" block.

Section	Height of Wall on Left Side (ft)	Height of Wall on Right Side (ft)	Length (ft)
1	4.5	4.5	126.0
2	4.5	1.0	31.0
Total =			157.0

Quantity	Description	Size	Actual Costs	Unit Hours	Gross Margin
730	Remove Existing Tie Wall and Dispose Upon Completion	sff	1.14	0.08	50%
N/A	Installation of Base Course	Linear feet	2.83	0.08	50%
N/A	Installation of Additional Courses	Sff	4.25	0.08	50%
N/A	Installation of Cap	Linear feet	2.34	0.08	50%
N/A	Excess Soil Haul Off	Truck hrs	60.00		20%
1	Bobcat T190	week	750		20%

To Create the Estimate

1. Enter in the Job Information and the Job Values data from the first two tutorials.
2. Go to the **PROJECT CONTROL SHEET**.
3. Under *Group 2 Phases*, select Phase 10 (Retaining Wall Installation).

Phases, Status of Phases, and Change Orders for Project

Group 1 Phases			Status of Phase		
Phase Number	Phase Name		Proposed	Sold	Declined
1	Shade Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Ornamental Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Evergreen Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Perennials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group 2 Phases			Status of Phase		
Phase Number	Phase Name		Proposed	Sold	Declined
6	Drainage and Erosion Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Landscape Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Misc Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Paver Installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Retaining Walls	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Change Orders	
Change Order	Change Order Name
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

Functions	
Create Estimates	Change Orders
Create Proposal	CO Work Orders
Create Work Orders	Change Order Form
Create Materials	Export
Show Op. Values	

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4. Click on the **Create Estimates** button.

Phases, Status of Phases, and Change Orders for Project

Group 1 Phases			Status of Phase		
Phase Number	Phase Name		Proposed	Sold	Declined
1	Shade Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Ornamental Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Evergreen Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Perennials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group 2 Phases			Status of Phase		
Phase Number	Phase Name		Proposed	Sold	Declined
6	Drainage and Erosion Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Landscape Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Misc Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Paver Installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Retaining Walls	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Change Orders	
Change Order	Change Order Name
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

Functions	
Create Estimates	Change Orders
Create Proposal	CO Work Orders
Create Work Orders	Change Order Form
Create Materials	Export
Show Op. Values	

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5. Go to the **Retaining Wall Calcs** Sheet.

6. Enter in the dimensions of the retaining wall in the *Wall #1* area. After all the information has been entered, make sure to check the total length to see that the total equals 157.0 feet.

Wall #1

Retaining Wall #1

Section	Left (ft)	Right (ft)	Length (ft)	SFF (ft ²)
1	4.50	4.50	126.00	630.00
2	4.50	1.00	31.00	100.75
3				0.00
4				0.00
5				0.00
36				0.00
37				0.00
38				0.00
39				0.00
40				0.00
Totals			157.00	730.75

Enter in the dimensions of the retaining wall.

Check to make sure that the total length of the wall is correct.

7. Go to the **Estimate-10** Sheet.

8. Notice that there is various information that has been automatically calculated.

ESTIMATE	Project Information				Freight Fee		Dump Fee		Nursery Time		On-Site Hours		Total Job Cost		Weighted Gross Margin		\$ 15,682.70
	Project: Residence				MSC GM		Tax		Facilities		On-Site (\$/hr)				This Phase		
	Date: 1/1/2000				60%		5%		85		100				50.0%		
	LA: Bill Smith				Travel Time		Crew Size		Hours/Day		Misc. Labor		Labor (\$/hr)		Total Job		
Phase Name: Retaining Walls				1		3		10		10%		15		50.0%			
Block Size				Length of Section	SFF	Length of Geogrid	Granular Fill	Excess Haul Off	Landscape Fabric	Soil Backfill Behind Wall	Excavation Rein. Zone						
1 <input type="checkbox"/> 6" Block				157.00	730.75	1256.00	94.04	20.12	1278.81	16.35	98.13						
2 <input type="checkbox"/> 6" Block				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
3 <input type="checkbox"/> 6" Block				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
4 <input type="checkbox"/> 6" Block				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
5 <input type="checkbox"/> 6" Block				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
6 <input type="checkbox"/> 6" Block				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						

Quantity	Description	Size	Actual Costs	Unit Hours	Gross Margin	Material w/tax	Labor Type	Labor Costs	Material Costs	Total Costs	Total w/markup	Unit Cost	Total Labor Hours
Retaining Wall #1													
0	Remove Existing Tie Wall and Dispose Upon Completion	sff	1.14	0.08	50%	1.14	15.00	0.00	0.00	0.00	0.00	0.00	0.00
11.63	Retaining Wall	cy	-	0.03	50%	0.00	15.00	4.36	0.00	4.36	8.72	0.75	0.29
8,140.7	Installation of Base Gravel	tons	8.83	1.00	50%	9.27	15.00	122.11	75.48	197.59	395.18	48.54	8.14
157	Installation of Base Course	linear feet	2.72	0.07	50%	2.86	15.00	155.43	448.39	603.82	1,207.64	7.69	10.36
599.92	Installation of Additional Courses												
1278.8	Installation of Landscape Fabric												
1256	Geogrid Reinforcement												
94,036	Installation of Structural Gravel Fill												
157	Installation of Cap	linear feet	2.21	0.07	50%	2.32	15.00	155.43	364.32	519.75	1,039.50	6.82	10.36
16,354	Soil Backfill Behind Wall	cy	-	0.40	50%	0.00	15.00	98.13	0.00	98.13	196.25	12.00	6.54
98,125	Excavation of Reinforcement Zone	cy			50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
20,116	Excess Soil Haul Off	truck hrs			20%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Additional Man Hours	mh			50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Unknown Excavation of Reinforcement	cy			50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00

These Quantities are automatically calculated.

- Select the Retaining Wall number, and then the Block Size from the drop-down menu. Notice that the information to the right changed. These values cannot be changed manually. They can only be changed by either selecting a different block size from the drop-down menu, modifying the dimensions of the retaining wall in the **Retaining Wall Calcs** sheet or by updating the information on the **GeoGrid Data** sheet.

Block Size				Length of Section	SFF	Length of Geogrid	Granular Fill	Excess Haul Off	Landscape Fabric	Soil Backfill Behind Wall	Excavation Rein. Zone		
1 <input checked="" type="checkbox"/> 6" Block				157.00	730.75	549.50	58.51	12.52	1278.81	14.54	65.42		
2 <input type="checkbox"/> 6" Block				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
3 <input type="checkbox"/> 6" Block				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4 <input type="checkbox"/> 6" Block				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
5 <input type="checkbox"/> 6" Block				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
6 <input type="checkbox"/> 6" Block				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Some of these Quantities are automatically updated when a different Block Size is selected.

- Enter in the Remove Existing Tie Wall and Dispose Upon Completion information.

ESTIMATE	Project Information				Freight Fee	Dump Fee	Nursery Time	On-Site Hours	Total Job Cost		Weighted Gross Margin		\$ 16,895.53
	Project: Residence								\$ 16,895.53		This Phase		
	Date: 1/1/2000				MISC GM	Tax	Facilities	On-Site (\$/hr)			50.0%		
	LA: Bill Smith				60%	5%	85	100			Total Job		
Phase Name: Retaining Walls				Travel Time	Crew Size	Hours/Day	Misc. Labor	Labor (\$/hr)		50.0%			
				1	3	10	10%	15					

Block Size	Length of Section	SFF	Length of Geogrid	Granular Fill	Excess Haul Off	Landscape Fabric	Soil Backfill Behind Wall	Excavation Rein. Zone
1 <input checked="" type="checkbox"/> 8" Block	157.00	730.75	549.50	58.51	12.52	1278.81	14.54	65.42
2 <input type="checkbox"/> 6" Block	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 <input type="checkbox"/> 6" Block	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 <input type="checkbox"/> 6" Block	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5 <input type="checkbox"/> 6" Block	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6 <input type="checkbox"/> 6" Block	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Quantity	Description	Size	Actual Costs	Unit Hours	Gross Margin	Material w/tax	Labor Type	Labor Costs	Material Costs	Total Costs	Total w/markup	Unit Cost	Total Labor Hours
Retaining Wall #1													
730	Remove Existing Tie Wall and Dispose Upon Completion	sf	1.14	0.08	50%	1.14	15.00	876.00	832.20	1,708.20	3,416.40	4.88	58.40
11.63	Retaining Wall	cy	-	0.03	50%	0.00	15.00	4.36	0.00	4.36	8.72	0.75	0.29
8,140.7	Installation of Base Gravel	tons	8.83	1.00	50%	9.27	15.00	122.11	75.48	197.59	395.18	48.54	8.14
157	Installation of Base Course	linear feet	2.72	0.07	50%	2.86	15.00	155.43	448.39	603.82	1,207.64	7.69	10.36
573.75	Installation of Additional Courses	sf	4.07	0.07	50%	4.27	15.00	568.01	2,451.92	3,019.93	6,039.87	10.53	37.87
1278.8	Installation of Landscape Fabric	sf	0.06	0.01	50%	0.06	15.00	191.82	80.57	272.39	544.77	0.43	12.79
549.5	Geogrid Reinforcement	sf	0.27	0.01	50%	0.28	15.00	82.43	155.78	238.21	476.42	0.87	5.50
58,512	Installation of Structural Gravel Fill	tons	12.85	0.50	50%	13.49	15.00	438.84	789.47	1,228.30	2,456.61	41.99	29.26
157	Installation of Cap	linear feet	2.21	0.07	50%	2.32	15.00	155.43	364.32	519.75	1,039.50	6.62	10.36
14,537	Soil Backfill Behind Wall	cy	-	0.40	50%	0.00	15.00	87.22	0.00	87.22	174.44	12.00	5.81
65,417	Excavation of Reinforcement Zone	cy			50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
12,516	Excess Soil Haul Off	truck hrs			20%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Additional Man Hours	mh			50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Unknown Excavation of Reinforcement	cy			50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00

11. Enter in the Actual Costs and Unit Hours for the selected line items.

ESTIMATE	Project Information				Freight Fee	Dump Fee	Nursery Time	On-Site Hours	Total Job Cost		Weighted Gross Margin		\$ 18,629.02						
	Project: Residence								\$ 18,629.02		This Phase								
	Date: 1/1/2000				60%		5%		85		100								
	LA: Bill Smith				Travel Time		Crew Size		Hours/Day		Misc. Labor								
	Phase Name: Retaining Walls				1	3	10	10%	Labor (\$/hr)		15								
				Length of Section		SFF		Length of Geogrid		Granular Fill		Excess Haul Off		Landscape Fabric		Soil Backfill Behind Wall		Excavation Rein. Zone	
1	<input checked="" type="checkbox"/>	8" Block			157.00	730.75	549.50	58.51	12.52	1278.81	14.54	65.42							
2	<input type="checkbox"/>	6" Block			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00							
3	<input type="checkbox"/>	6" Block			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00							
4	<input type="checkbox"/>	6" Block			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00							
5	<input type="checkbox"/>	6" Block			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00							
6	<input type="checkbox"/>	6" Block			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00							

Quantity	Description	Size	Actual Costs	Unit Hours	Gross Margin	Material w/tax	Labor Type	Labor Costs	Material Costs	Total Costs	Total w/markup	Unit Cost	Total Labor Hours
	Retaining Wall #1												
730	Remove Existing Tie Wall and Dispose Upon Completion	sf	1.14	0.08	50%	1.14	15.00	876.00	832.20	1,708.20	3,416.40	4.88	58.40
11.63	Excavation of Base for Retaining Wall	cy	-	0.03	50%	0.00	15.00	4.36	0.00	4.36	8.72	0.75	0.29
8,140.7	Installation of Base Gravel	tons	8.83	1.00	50%	9.27	15.00	122.11	75.48	197.59	395.18	48.54	8.14
157	Installation of Base Course	linear feet	2.83	0.08	50%	2.97	15.00	188.40	466.53	654.93	1,309.85	8.34	12.56
573.75	Installation of Additional Courses	sf	4.25	0.08	50%	4.46	15.00	668.50	2,560.36	3,248.86	6,497.72	11.33	45.90
1278.8	Installation of Landscape Fabric	sf	0.06	0.01	50%	0.06	15.00	191.82	80.57	272.39	544.77	0.43	12.79
549.5	Geogrid Reinforcement	sf	0.27	0.01	50%	0.28	15.00	82.43	155.78	238.21	476.42	0.87	5.50
58,512	Installation of Structural Gravel Fill	tons	12.85	0.50	50%	13.49	15.00	438.84	789.47	1,228.30	2,456.61	41.99	29.26
157	Installation of Cap	linear feet	2.34	0.08	50%	2.46	15.00	188.40	385.75	574.15	1,148.30	7.31	12.56
14,537	Soil Backfill Behind Wall	cy	-	0.40	50%	0.00	15.00	87.22	0.00	87.22	174.44	12.00	5.81
65,417	Excavation of Reinforcement Zone	cy	-	0.00	50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
12,516	Excess Soil Haul Off	truck hrs	60.00		20%	63.00	15.00	0.00	788.53	788.53	985.67	78.75	0.00
0	Additional Man Hours	min			50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Unknown Excavation of Reinforcement	cy			50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00

12. Enter in the information for the Bobcat T190 as shown.

ESTIMATE	Project Information				Freight Fee	Dump Fee	Nursery Time	On-Site Hours	Total Job Cost		Weighted Gross Margin		\$ 19,613.40
	Project: Residence								\$ 19,613.40		This Phase		
	Date: 1/1/2000				MISC GM	Tax	Facilities	On-Site (\$/hr)			46.8%		
	LA: Bill Smith				60%	5%	85	100			Total Job		
Phase Name: Retaining Walls				Travel Time	Crew Size	Hours/Day	Misc. Labor	Labor (\$/hr)		46.8%			
				1	3	10	10%	15					

Block Size	Length of Section	SFF	Length of Geogrid	Granular Fill	Excess Haul Off	Landscape Fabric	Soil Backfill Behind Wall	Excavation Rein. Zone
1 <input checked="" type="checkbox"/> 8" Block	157.00	730.75	549.50	58.51	12.52	1278.81	14.54	65.42
2 <input type="checkbox"/> 6" Block	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 <input type="checkbox"/> 6" Block	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 <input type="checkbox"/> 6" Block	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5 <input type="checkbox"/> 6" Block	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6 <input type="checkbox"/> 6" Block	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Quantity	Description	Size	Actual Costs	Unit Hours	Gross Margin	Material w/tax	Labor Type	Labor Costs	Material Costs	Total Costs	Total w/markup	Unit Cost	Total Labor Hours
Retaining Wall #1													
730	Remove Existing Tie Wall and Dispose Upon Completion	sff	1.14	0.08	50%	1.14	15.00	876.00	832.20	1,708.20	3,416.40	4.88	58.40
11.63	Excavation of Base for Retaining Wall	cy	-	0.03	50%	0.00	15.00	4.36	0.00	4.36	8.72	0.75	0.29
8,140.7	Installation of Base Gravel	tons	8.83	1.00	50%	9.27	15.00	122.11	75.48	197.59	395.18	48.54	8.14
157	Installation of Base Course	linear feet	2.83	0.08	50%	2.97	15.00	188.40	466.53	654.93	1,309.85	8.34	12.56
573.75	Installation of Additional Courses	sff	4.25	0.08	50%	4.46	15.00	668.50	2,560.36	3,248.86	6,497.72	11.33	45.90
1278.8	Installation of Landscape Fabric	sf	0.06	0.01	50%	0.06	15.00	191.82	80.57	272.39	544.77	0.43	12.79
549.5	Geogrid Reinforcement	sf	0.27	0.01	50%	0.28	15.00	82.43	155.78	238.21	476.42	0.87	5.50
58,512	Installation of Structural Gravel Fill	tons	12.85	0.50	50%	13.49	15.00	438.84	789.47	1,228.30	2,456.61	41.99	29.26
157	Installation of Cap	linear feet	2.34	0.08	50%	2.46	15.00	188.40	385.75	574.15	1,148.30	7.31	12.56
14,537	Soil Backfill Behind Wall	cy	-	0.40	50%	0.00	15.00	87.22	0.00	87.22	174.44	12.00	5.81
65,417	Excavation of Reinforcement Zone	cy			50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
12,516	Excess Soil Haul Off	truck hrs	60.00		20%	63.00	15.00	0.00	788.53	788.53	985.67	78.75	0.00
0	Additional Man Hours	mh			50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Unknown Excavation of Reinforcement	cy			50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
1	Bobcat T190	weekly	750.00		20%	787.50	15.00	0.00	787.50	787.50	984.38	984.38	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00

13. Name the Retaining Wall Installation.

ESTIMATE	Project Information				Freight Fee		Dump Fee		Nursery Time		On-Site Hours		Total Job Cost		Weighted Gross Margin		\$ 19,613.40		
	Project: Residence				MSC OM		Tax		Facilities		On-Site (\$/hr)				This Phase				
	Date: 1/1/2000				60%		5%		85		100				46.8%				
	LA: Bill Smith				Travel Time		Crew Size		Hours/Day		Misc. Labor		Labor (\$/hr)		Total Job				
Phase Name: Retaining Walls				1		3		10		10%		15		46.8%					
Block Size				Length of Section		SFF		Length of Geogrid		Granular Fill		Excess Haul Off		Landscape Fabric		Soil Backfill Behind Wall		Excavation Rein. Zone	
1 <input checked="" type="checkbox"/> 8" Block				157.00		730.75		549.50		58.51		12.52		1278.81		14.54		65.42	
2 <input type="checkbox"/> 6" Block				0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
3 <input type="checkbox"/> 6" Block				0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
4 <input type="checkbox"/> 6" Block				0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
5 <input type="checkbox"/> 6" Block				0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
6 <input type="checkbox"/> 6" Block				0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	

Quantity	Description	Size	Actual Costs	Unit Hours	Gross Margin	Material w/tax	Labor Type	Labor Costs	Material Costs	Total Costs	Total w/markup	Unit Cost	Total Labor Hours
	Sample Retaining Wall												
730	Remove Existing Tie Wall and	Sff	1.14	0.08	50%	1.14	15.00	876.00	832.20	1,708.20	3,416.40	4.88	58.40
11.63	Retaining Wall	cy	-	0.03	50%	0.00	15.00	4.36	0.00	4.36	8.72	0.75	0.29
8,140.7	Excavation of Base for	tons	8.83	1.00	50%	9.27	15.00	122.11	75.48	197.59	395.18	48.54	8.14
157	Installation of Base Course	linear feet	2.83	0.08	50%	2.97	15.00	188.40	466.53	654.93	1,309.85	8.34	12.58
573.75	Installation of Additional Courses	Sff	4.25	0.08	50%	4.46	15.00	668.50	2,560.36	3,248.86	6,497.72	11.33	45.90
1278.8	Installation of Landscape Fabric	Sff	0.06	0.01	50%	0.06	15.00	191.82	80.57	272.39	544.77	0.43	12.79
549.5	Geogrid Reinforcement	Sf	0.27	0.01	50%	0.28	15.00	82.43	155.78	238.21	476.42	0.87	5.50
58,512	Installation of Structural Gravel Fill	tons	12.85	0.50	50%	13.49	15.00	438.84	789.47	1,228.30	2,456.61	41.99	29.26
157	Installation of Cap	linear feet	2.34	0.08	50%	2.46	15.00	188.40	385.75	574.15	1,148.30	7.31	12.56
14,537	Soil Backfill Behind Wall	cy	-	0.40	50%	0.00	15.00	87.22	0.00	87.22	174.44	12.00	5.81
65,417	Excavation of Reinforcement Zone	cy			50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
12,516	Excess Soil Haul Off	truck hrs	60.00		20%	63.00	15.00	0.00	788.53	788.53	985.67	78.75	0.00
0	Additional Man Hours	mh			50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Unknown Excavation of Reinforcement	cy			50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
1	Bobcat T190	weekly	750.00		20%	787.50	15.00	0.00	787.50	787.50	984.38	984.38	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Miscellaneous Items				50%	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00

To Create a Master Proposal

14. Go to the **PROJECT CONTROL SHEET**.

15. Click on the **Create Proposal** button.

Phases, Status of Phases, and Change Orders for Project

Group 1 Phases		Status of Phase		
Phase Number	Phase Name	Proposed	Sold	Declined
1	Shade Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Ornamental Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Evergreen Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Perennials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group 2 Phases		Status of Phase		
Phase Number	Phase Name	Proposed	Sold	Declined
6	Drainage and Erosion Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Landscape Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Misc Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Paver Installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Retaining Walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Change Orders

Change Order	Change Order Name
1	
2	
3	
4	
5	

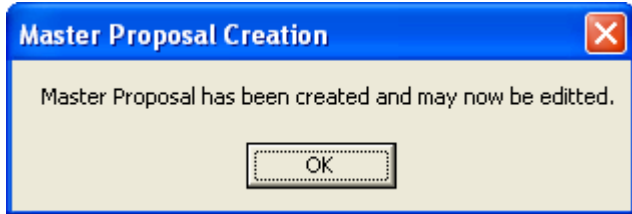
Functions

Create Estimates	Change Orders
Create Proposal	CO Work Orders
Create Work Orders	Change Order Form
Create Materials	Export
Show Op. Values	

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16. The following screen will appear.



17. You can now customize the **Master Proposal** Sheet.

J. Q. Customer	January 1, 2000
123 Main Street	
Anytown, State	
12345	
Retaining Walls	
Sample Retaining Wall	\$ 19,613.40
Total Retaining Walls Installation = \$ 19,613.40	
Total Job Cost = \$ 19,613.40	

To Create a Work Order

18. Go to the **PROJECT CONTROL SHEET**.

19. To create a Work Order, the status of a phase should be Sold. Therefore, select Sold, for Phase 10.

Phases, Status of Phases, and Change Orders for Project

Group 1 Phases			Status of Phase		
Phase Number	Phase Name		Proposed	Sold	Declined
1	Shade Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Ornamental Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Evergreen Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Perennials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group 2 Phases			Status of Phase		
Phase Number	Phase Name		Proposed	Sold	Declined
6	Drainage and Erosion Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Landscape Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Misc Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Paver Installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Retaining Walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Change Orders	
Change Order	Change Order Name
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

Functions	
Create Estimates	Change Orders
Create Proposal	CO Work Orders
Create Work Orders	Change Order Form
Create Materials	Export
Show Op. Values	

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20. Click on the **Create Work Orders** button.

Phases, Status of Phases, and Change Orders for Project

Group 1 Phases			Status of Phase		
Phase Number	Phase Name		Proposed	Sold	Declined
1	Shade Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Ornamental Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Evergreen Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Perennials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group 2 Phases			Status of Phase		
Phase Number	Phase Name		Proposed	Sold	Declined
6	Drainage and Erosion Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Landscape Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Misc Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Paver Installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Retaining Walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Change Orders	
Change Order	Change Order Name
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

Functions	
Create Estimates	Change Orders
Create Proposal	CO Work Orders
Create Work Orders	Change Order Form
Create Materials	Export
Show Op. Values	

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21. Go to the **Work Order** Sheet. It should look like this.

Date _____ Day _____		Residence			Date of Estimate <u>1/1/2000</u> Estimate By <u>Bill Smith</u> Job Number _____ Job Type _____ Date Started _____ Est. Date Completion _____																																																																																																																																																																																																															
M T W TH F S (Circle One)		Sheet _____ Of _____																																																																																																																																																																																																																		
WORK ORDER	Name	Employee #	Start Time	Stop Time	Total Time	Address <u>123 Main Street</u> <u>Anytown, State</u> Contact _____ Gate Code _____ Locate Number _____ Other _____																																																																																																																																																																																																														
Indirect																																																																																																																																																																																																																				
Lunch																																																																																																																																																																																																																				
TOTAL																																																																																																																																																																																																																				
Directions:		Go to Main Street and turn left Go 3 Blocks and house is on left.																																																																																																																																																																																																																		
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: left;">Materials List</th> <th colspan="2" style="text-align: left;">Budgeted Hours</th> <th style="text-align: left;">Actual Hours</th> <th colspan="2" style="text-align: left;">Tools / Equipment</th> </tr> <tr> <th style="width:10%;">Quantity</th> <th style="width:30%;">Description</th> <th style="width:10%;">Size</th> <th style="width:10%;">Transfer INV OV</th> <th style="width:10%;">Unit Hours</th> <th style="width:10%;">Total Hours</th> <th style="width:10%;">Check</th> <th style="width:10%;">Hand Tools</th> <th style="width:10%;">Check</th> </tr> <tr> <td colspan="9">Sample Retaining Wall</td> </tr> <tr> <td>730.00</td> <td>Remove Existing Tie Wall and Dispose Upon Con</td> <td>sff</td> <td></td> <td>0.1</td> <td>58.4</td> <td></td> <td></td> <td></td> </tr> <tr> <td>12.00</td> <td>Excavation of Base for Retaining Wall</td> <td>cy</td> <td></td> <td>0.0</td> <td>0.3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>8.00</td> <td>Installation of Base Gravel</td> <td>tons</td> <td></td> <td>1.0</td> <td>8.0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>157.00</td> <td>Installation of Base Course</td> <td>linear feet</td> <td></td> <td>0.1</td> <td>12.6</td> <td></td> <td></td> <td></td> </tr> <tr> <td>574.00</td> <td>Installation of Additional Courses</td> <td>sff</td> <td></td> <td>0.1</td> <td>45.9</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1279.00</td> <td>Installation of Landscape Fabric</td> <td>sf</td> <td></td> <td>0.0</td> <td>12.8</td> <td></td> <td></td> <td></td> </tr> <tr> <td>550.00</td> <td>Geogrid Reinforcement</td> <td>sf</td> <td></td> <td>0.0</td> <td>5.5</td> <td></td> <td></td> <td></td> </tr> <tr> <td>59.00</td> <td>Installation of Structural Gravel Fill</td> <td>tons</td> <td></td> <td>0.5</td> <td>29.5</td> <td></td> <td></td> <td></td> </tr> <tr> <td>157.00</td> <td>Installation of Cap</td> <td>linear feet</td> <td></td> <td>0.1</td> <td>12.6</td> <td></td> <td></td> <td></td> </tr> <tr> <td>15.00</td> <td>Soil Backfill Behind Wall</td> <td>cy</td> <td></td> <td>0.4</td> <td>6.0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>65.00</td> <td>Excavation of Reinforcement Zone</td> <td>cy</td> <td></td> <td>0.0</td> <td>0.0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>13.00</td> <td>Excess Soil Haul Off</td> <td>truck hrs</td> <td></td> <td>0.0</td> <td>0.0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.00</td> <td>Bobcat T190</td> <td>weekly</td> <td></td> <td>0.0</td> <td>0.0</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="9"> Retaining Wall #2 Retaining Wall #3 Retaining Wall #4 Retaining Wall #5 Retaining Wall #6 </td> </tr> <tr> <td colspan="5" style="text-align: right;">Total Budgeted Man Hours =</td> <td>191.5</td> <td colspan="3"></td> </tr> <tr> <td colspan="5" style="text-align: right;">Total Budgeted Man Hours =</td> <td>191.2</td> <td colspan="3"></td> </tr> <tr> <td colspan="5" style="text-align: right;">Total Travel Time in hours =</td> <td>42.0</td> <td colspan="3"></td> </tr> <tr> <td colspan="5" style="text-align: right;">Total Budgeted Hours (inc. Travel) =</td> <td>233.2</td> <td colspan="3"></td> </tr> <tr> <td colspan="5" style="text-align: right;">Crew Days for Project =</td> <td>6.4</td> <td colspan="3"></td> </tr> <tr> <td colspan="5" style="text-align: right;">Crew Days for Project with Travel =</td> <td>7.8</td> <td colspan="3"></td> </tr> </table>						Materials List				Budgeted Hours		Actual Hours	Tools / Equipment		Quantity	Description	Size	Transfer INV OV	Unit Hours	Total Hours	Check	Hand Tools	Check	Sample Retaining Wall									730.00	Remove Existing Tie Wall and Dispose Upon Con	sff		0.1	58.4				12.00	Excavation of Base for Retaining Wall	cy		0.0	0.3				8.00	Installation of Base Gravel	tons		1.0	8.0				157.00	Installation of Base Course	linear feet		0.1	12.6				574.00	Installation of Additional Courses	sff		0.1	45.9				1279.00	Installation of Landscape Fabric	sf		0.0	12.8				550.00	Geogrid Reinforcement	sf		0.0	5.5				59.00	Installation of Structural Gravel Fill	tons		0.5	29.5				157.00	Installation of Cap	linear feet		0.1	12.6				15.00	Soil Backfill Behind Wall	cy		0.4	6.0				65.00	Excavation of Reinforcement Zone	cy		0.0	0.0				13.00	Excess Soil Haul Off	truck hrs		0.0	0.0				1.00	Bobcat T190	weekly		0.0	0.0				Retaining Wall #2 Retaining Wall #3 Retaining Wall #4 Retaining Wall #5 Retaining Wall #6									Total Budgeted Man Hours =					191.5				Total Budgeted Man Hours =					191.2				Total Travel Time in hours =					42.0				Total Budgeted Hours (inc. Travel) =					233.2				Crew Days for Project =					6.4				Crew Days for Project with Travel =					7.8			
Materials List				Budgeted Hours		Actual Hours	Tools / Equipment																																																																																																																																																																																																													
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157.00	Installation of Cap	linear feet		0.1	12.6																																																																																																																																																																																																															
15.00	Soil Backfill Behind Wall	cy		0.4	6.0																																																																																																																																																																																																															
65.00	Excavation of Reinforcement Zone	cy		0.0	0.0																																																																																																																																																																																																															
13.00	Excess Soil Haul Off	truck hrs		0.0	0.0																																																																																																																																																																																																															
1.00	Bobcat T190	weekly		0.0	0.0																																																																																																																																																																																																															
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Crew Days for Project =					6.4																																																																																																																																																																																																															
Crew Days for Project with Travel =					7.8																																																																																																																																																																																																															

22. The entire Work Order for Phase 10 is on the **Work Order-10** Sheet.

Date _____ Day _____		Residence			Phase Name Retaining Walls Date of Estimate 1/1/2000 Estimate By Bill Smith Job Number 1000 Job Type _____ Date Started _____ Est. Date Completion _____	
M T W TH F S (Circle One)		Sheet _____ Of _____			Address 123 Main Street Anytown, State Contact _____ Gate Code _____ Locate Number _____ Other _____	
WORK ORDER	Name	Employee #	Start Time	Stop Time	Total Time	
Indirect						
Lunch						
TOTAL						
Directions:		Go to Main Street and turn left Go 3 Blocks and house is on left.				
Materials List						
Quantity	Description	Size	Transfer INV OV	Unit Hours	Total Hours	Actual Hours Check
	Sample Retaining Wall					
	Remove Existing Tie Wall and	sf		0.08	58.40	
730	Dispose Upon Completion					
	Excavation of Base for	cy		0.03	0.29	
11.6296	Retaining Wall					
8.14074	Installation of Base Gravel	tons		1.00	8.14	
157	Installation of Base Course	linear feet		0.08	12.56	
573.75	Installation of Additional Courses	sf		0.08	45.90	
1278.81	Installation of Landscape Fabric	sf		0.01	12.79	
549.5	Geogrid Reinforcement	sf		0.01	5.50	
58.5116	Installation of Structural Gravel Fill	tons		0.50	29.26	
157	Installation of Cap	linear feet		0.08	12.56	
14.537	Soil Backfill Behind Wall	cy		0.40	5.81	
65.4167	Excavation of Reinforcement Zone	cy		0.00	0.00	
12.5164	Excess Soil Haul Off	truck hrs		0.00	0.00	
0	Additional Man Hours	mh		0.00	0.00	
0	Unknown Excavation of Reinforcement Zone	cy		0.00	0.00	
1	Bobcat T190	weekly		0.00	0.00	
0	Miscellaneous Items			0.00	0.00	
0	Miscellaneous Items			0.00	0.00	
0	Miscellaneous Items			0.00	0.00	
0	Miscellaneous Items			0.00	0.00	
TOTAL BUDGETED MAN HOURS				191.21	On Site	
MAN DAYS FOR PROJECT				7.77		
Job Notes						
Watch out for the dog.						
Field Notes						

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To Create a Materials List

23. Go to the **PROJECT CONTROL SHEET**.

24. Click on the **Create Materials** button.


Phases, Status of Phases, and Change Orders for Project

Group 1 Phases			Status of Phase		
Phase Number	Phase Name		Proposed	Sold	Declined
1	<input type="checkbox"/> Shade Trees		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/> Ornamental Trees		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/> Evergreen Trees		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/> Shrubs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/> Perennials		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group 2 Phases			Status of Phase		
Phase Number	Phase Name		Proposed	Sold	Declined
6	<input type="checkbox"/> Drainage and Erosion Control		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/> Landscape Lighting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/> Misc Landscaping		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/> Paver Installation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input checked="" type="checkbox"/> Retaining Walls		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Change Orders	
Change Order	Change Order Name
1 <input type="checkbox"/>	<input type="text"/>
2 <input type="checkbox"/>	<input type="text"/>
3 <input type="checkbox"/>	<input type="text"/>
4 <input type="checkbox"/>	<input type="text"/>
5 <input type="checkbox"/>	<input type="text"/>

Functions	
Create Estimates	Change Orders
Create Proposal	CO Work Orders
Create Work Orders	Change Order Form
Create Materials	Export
Show Op. Values	

 LANDSCAPE ESTIMATE TOOL ver 2.0

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25. The following screen will appear.

Materials List Selection

Do you want to generate a Materials List for the Estimates or for the Change Orders?
Enter (1) for Estimate Materials List or a (2) for Change Order Materials List.

OK Cancel

26. Click OK. The following screen will appear.

Materials List Creation

Materials Sheet has been created and may now be edited.

OK

27. You can now customize the **MATERIALS** Sheet.

Materials List Page

Designer Bill Smith

J. Q. Customer

123 Main Street
Anytown, State
12345

January 1, 2000

Sample Retaining Wall

Base Course = DIAMOND PRO (8" Block) - STRAIGHT FACE - GRAY - 2.83 / L.F.
Additional Course = DIAMOND PRO (8" Block) - STRAIGHT FACE - GRAY - 4.25 / S.F.
Cap = DIAMOND - CAP - GRAY - 2.34 / L.F

Quantity	Description	Size		Budgeted Costs	Total Costs
730.00	Remove Existing Tie Wall and Dispose Uf	sff	\$	1.14	\$ 832.20
12.00	Excavation of Base for Retaining Wall	cy	\$	-	\$ -
8.00	Installation of Base Gravel	tons	\$	9.27	\$ 74.17
157.00	Installation of Base Course	linear feet	\$	2.97	\$ 466.53
574.00	Installation of Additional Courses	sff	\$	4.46	\$ 2,561.48
1279.00	Installation of Landscape Fabric	sf	\$	0.06	\$ 80.58
550.00	Geogrid Reinforcement	sf	\$	0.28	\$ 155.92
59.00	Installation of Structural Gravel Fill	tons	\$	13.49	\$ 796.06
157.00	Installation of Cap	linear feet	\$	2.46	\$ 385.75
15.00	Soil Backfill Behind Wall	cy	\$	-	\$ -
65.00	Excavation of Reinforcement Zone	cy	\$	-	\$ -
13.00	Excess Soil Haul Off	truck hrs	\$	63.00	\$ 819.00
1.00	Bobcat T190	weekly	\$	787.50	\$ 787.50
				\$	6,959.18
				\$	6,959.18

At any time during the estimate, the user may wish to go to the **SUMMARY** sheet. When all of the information is filled out for this tutorial, the SUMMARY sheet should look like this:

Summary Sheet for Job

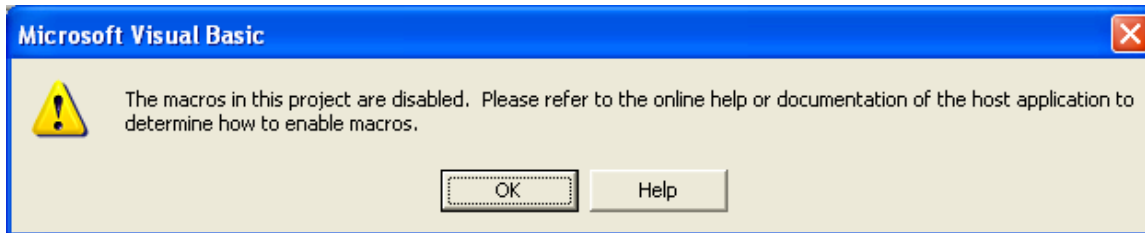
Job Name: **Residence** Total Job Cost: \$ **19,613.40**
 Client Name: **J. Q. Customer**

Phase #	Phase Name	Total Costs for Phase	Total In-House	Total Subcontractor	Material Costs	Labor Costs	Weighted Gross Margin	Contribution Gross Margin	Total Man Hours (w/ Trav.)	Total Man Days (w/ Trav.)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10	Retaining Walls	\$ 19,613.40	\$ 19,613.40	\$ -	\$ 6,922.16	\$ 2,868.08	47%	\$ 9,823.16	233.21	7.77
Totals =		\$ 19,613.40	\$19,613.40	\$ -	\$ 6,922.16	\$ 2,868.08	47%	\$ 9,823.16	233.21	7.77
		Facilities	Freight Fees	Dump Fees	Travel	Misc. Labor	On-Site Design	Design Fee		
Totals =		\$ 67.72	\$ -	\$ -	\$ 573.62	\$ 573.62	\$ -			

Troubleshooting

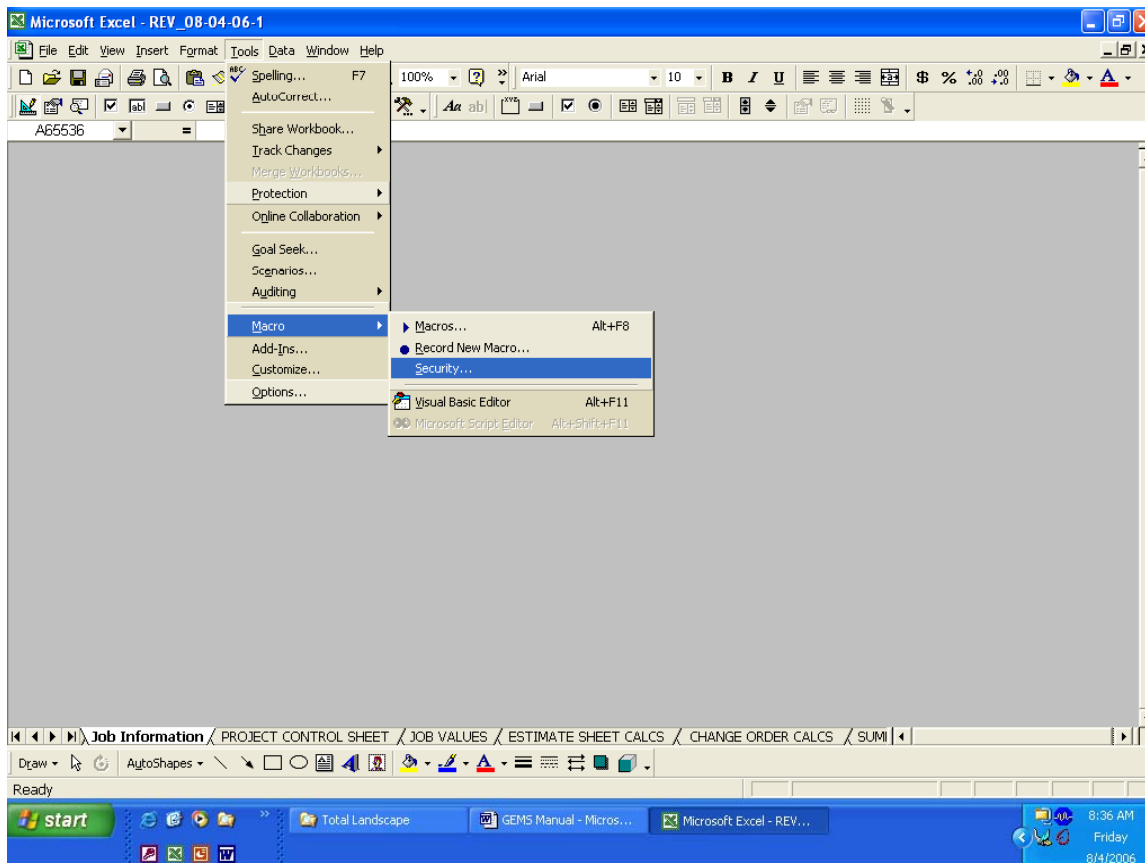
Functions are not working

If after you open the Estimate Tool and try to activate any of the functions, and the following error message appears

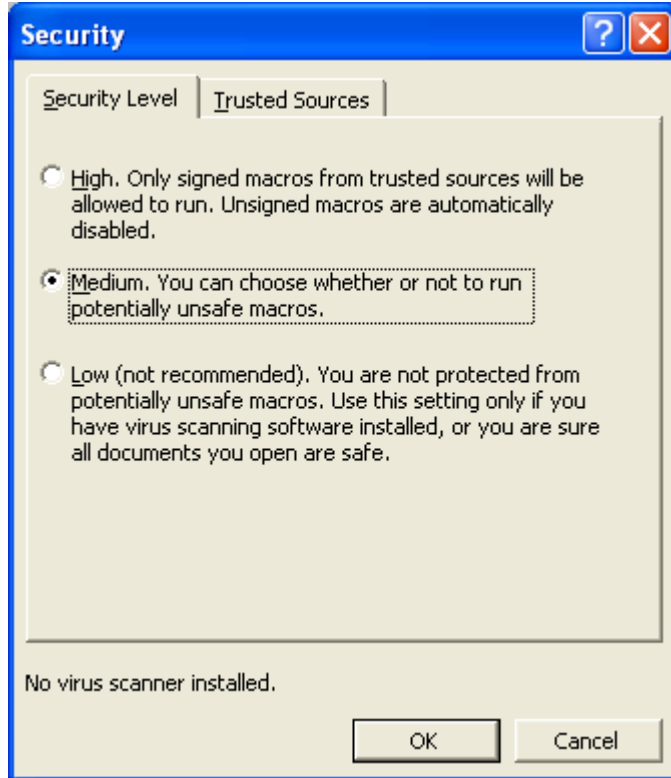


Do the following steps:

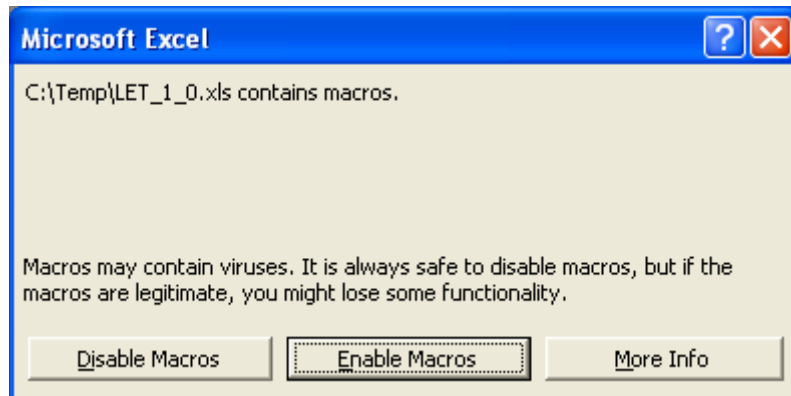
1. Go to the Tools → Macro → Security menu.



2. On the Security Level Tab, select Medium, then click OK.



3. Close the Estimate Tool. Do not save.
4. Open the Estimate Tool. You should see the following screen.



5. Select Enable Macros.
6. The Estimate Tool should now run properly.

Protected Cells

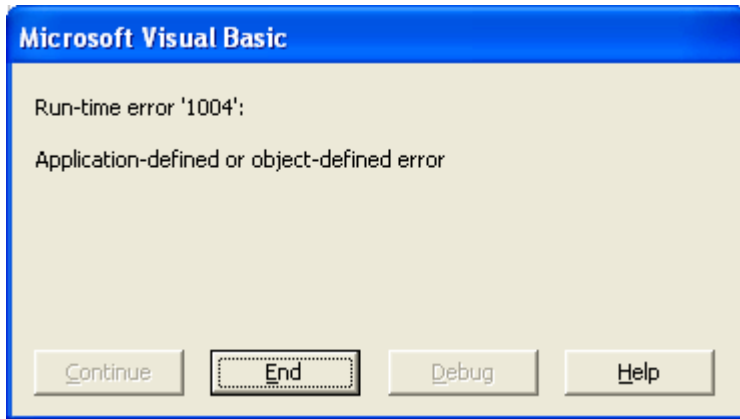
If when working in the Estimate Tool you try to type information into a cell that is protected (i.e., locked), the following message will appear.



This is not cause for concern. It just indicates that you have tried to enter information into an incorrect cell.

General Error

The following message will appear typically when a function is trying to process an incorrect type of value.



If this message appears, do the following:

1. Click End.
2. Close the Estimate sheet without saving.
3. Open the Estimate sheet up.
4. Try the function again.