



## Professionalism and Credibility

- Demonstrates expertise and attention to detail
- Builds client confidence
- Enhances reputation in the industry

## Key Components of a Renovation Quotation Sample

Creating an effective renovation quotation requires including specific components that cover all aspects of the project. Below are the essential elements:

### 1. Cover Letter or Introduction

- Brief overview of the project
- Expression of interest and professionalism
- Contact information

### 2. Client and Project Details

- Client's name and contact details
- Property address
- Date of quotation

### 3. Scope of Work

- Detailed description of tasks to be performed
- Materials to be used
- Specific areas involved (e.g., kitchen, bathroom, living room)

### 4. Cost Breakdown

- Labor costs
- Material costs
- Equipment and tool expenses
- Permits and inspections
- Contingency funds (optional but recommended)













































