



FLAT GLASS ESTIMATE CHECKLIST

JOB _____

CUSTOMER _____

ESTIMATE STATUS ☐ Firm ☐ Preliminary

ESTIMATOR _____ DATE _____

PROPERTY _____

☐ Budgetary REVISION _____

1 REQUEST

- ☐ Customer, property, contact, and approval path are correct.
- ☐ Project type and requested result are recorded.
- ☐ Deadline, work window, or construction milestone is documented.
- ☐ Firm, preliminary, or budgetary status matches the information available.

2 SCOPE

- ☐ Every quoted room, elevation, floor, or section has a clear name.
- ☐ Included and excluded windows cannot be confused.
- ☐ Optional areas and alternate prices are separate from the base scope.
- ☐ Each area has the correct film assignment or open film choice.
- ☐ Area names match the measurements, photos, estimate, and work notes.

3 MEASUREMENTS AND SITE

- ☐ Every window has width, height, quantity, area, and proposed film.
- ☐ Dimensions and measurement units are consistent.
- ☐ The measurement basis and planned cut size are understood.
- ☐ High, large, divided, curved, sloped, or unusual windows are identified.
- ☐ Existing film, damage, obstructions, and access conditions are recorded.
- ☐ Photos support conditions the numbers do not explain.

4 FILM AND GLASS REVIEW

- ☐ Manufacturer, film line, product, and installation surface are identified.
- ☐ Relevant glazing, coatings, exposure, shading, and condition are recorded.
- ☐ Current manufacturer application guidance has been checked.
- ☐ Required manufacturer or qualified technical review is complete.
- ☐ Warranty eligibility and required documentation are confirmed.
- ☐ Open technical questions are stated as conditions, not approvals.

5 MATERIAL PLAN

- ☐ Each film has its own window list and material plan.
- ☐ Available roll widths, costs, order lengths, freight, and lead time are known.
- ☐ Every window fits the proposed roll and orientation.
- ☐ Viable roll widths have been compared where the choice affects the purchase.
- ☐ Linear feet, cut-layout waste, and Visual Cut Diagram are reviewed.
- ☐ Film used and film purchased are treated as separate numbers.
- ☐ Film on hand is considered without treating inventory as free.
- ☐ Remainder, cut-layout waste, and installation allowance are separate.

Technical reminder: Use current manufacturer guidance and qualified review for the actual film, glazing system, and site. Precision Film Systems does not approve film-to-glass compatibility.

SCAN FOR A FRESH COPY

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Continue from the same job and estimate revision recorded on page 1.

6 LABOR AND ACCESS

- ☐ Crew size and expected hours match the property.
- ☐ Setup, protection, obstruction handling, cleanup, and closeout are included.
- ☐ Ladders, lifts, scaffolding, exterior work, and large windows are addressed.
- ☐ Occupied areas and restricted work periods are reflected in labor.
- ☐ Supervision, security, escorts, and coordination are included when required.
- ☐ Travel, parking, loading access, and separate mobilizations are covered.

7 REMOVAL AND ADDED COSTS

- ☐ Existing material to be removed is identified by area.
- ☐ Removal, preparation, protection, and disposal are included or excluded.
- ☐ A representative removal test was completed when practical.
- ☐ Uncertain removal uses a stated allowance or other clear pricing method.
- ☐ Access-equipment supply, delivery, operation, and site rules are assigned.
- ☐ Freight, permits, specialty systems, outside work, and project costs are covered.

8 SELLING PRICE

- ☐ Material price comes from the purchase or inventory plan.
- ☐ Labor price reflects crew, hours, removal, access, and schedule.
- ☐ Direct job costs and company overhead are covered.
- ☐ The price includes the return the business requires.
- ☐ Discounts do not remove required cost coverage.
- ☐ Effective price per square foot is reviewed as a comparison.
- ☐ Reliable completed-job history is considered where available.

Completed-job review: Compare planned and actual film, remainder, installation hours, removal, access, coordination, and omitted costs. Use the result to improve the next estimate.

9 CUSTOMER ESTIMATE

- ☐ Customer, property, areas, and proposed film are correct.
- ☐ Base scope, alternates, and optional work are easy to distinguish.
- ☐ Removal, access, attachment, and significant work are defined.
- ☐ Customer preparation and site responsibilities are stated.
- ☐ Assumptions and exclusions are specific to this job.
- ☐ Schedule, phases, availability, and warranty details are accurate.
- ☐ Expiration, payment, deposit, tax, and cancellation terms are current.

10 FINAL CROSS-CHECK

- ☐ Every measured area is quoted, optional, or intentionally excluded.
- ☐ Every proposed film appears in the current material plan.
- ☐ Technical-review status is current for each proposed film.
- ☐ Quantities, area, material, labor, taxes, discounts, and total match.
- ☐ Each special condition has a cost, assumption, exclusion, or owner.
- ☐ Photos and notes contain no unaddressed condition.
- ☐ Another person can understand what is being offered.

AFTER ACCEPTANCE

- ☐ Accepted scope, revision, selections, and declined alternates are recorded.
- ☐ Required approvals, deposit, or purchase order are complete.
- ☐ Material availability is reconfirmed before ordering.
- ☐ Later changes are documented and repriced when needed.
- ☐ Production output and crew notes use the approved current revision.