

How to Write an Estimate

- STEP 1** Identify the vehicle. Usually, you will know the vehicle make, model and engine, but for confirmation, each manufacturer contains a model identification section listing model coverage, I.D. number location, engine codes, etc.
- STEP 2** Familiarize yourself with all Groups or Sections.
- STEP 3** Select the model being estimated or repaired.
- STEP 4** Find the group or section needing repair and select that group or section.
- STEP 5** Find the labor operation or part type needed and select it. Special attention should be given to any inclusions, notes or tariffs regarding items included or not included for that particular operation.
- STEP 6** Add to the original suggested time any * ADDITIONAL TIME * or * COMBINATION TIME * which applies to the specific year, model, engine, etc., being looked up. These additional or combination times are presented immediately after the main labor operation.
- STEP 7** Note if there are any special circumstances that might affect the overall repair (excessive rust, broken or corroded bolts, etc.). Allow additional time as necessary to cover repairs affected by these conditions.
- STEP 8** Calculate the total repair operation hours including any Diagnosis Time, Additional Time or Combinations. Again, be sure to include any special labor conditions that may affect the estimate.
- STEP 9** List all parts necessary for repair.
- STEP 10** Make sure to note differences in prices between left and right side parts (if any). Inform your customer that parts prices may vary by area and, as a result, the actual price may be different. Contact your local supplier if it is necessary to have exact parts prices.
- STEP 11** Observe the total of labor and parts. Present the estimate and go over it with the customer. It is extremely important that the customer fully understand what the estimate consists of, what work will actually be performed, and what the costs involved are. By making sure the customer is thoroughly aware of what you have quoted on your estimate, you can avoid potential problems that may arise at the end of the job.