



FREE TWO-PAGE FIELD GUIDE

Construction Takeoff Review Checklist

Use this before a quantity becomes a price and before the price becomes a customer-facing bid.

01 Source and scope

- ☐ Confirm the drawing set, revision dates, addenda, specifications and bid due date.
- ☐ Define included trade scope, locations, alternates, allowances and exclusions.
- ☐ Flag conflicts, missing details, RFIs and field facts that still need verification.
- ☐ Choose a dependable printed or field-verified dimension for every sheet or image.

02 Calibrate and measure

- ☐ Calibrate each sheet or image, then check the scale against a second dimension.
- ☐ Use counts, lengths, areas, perimeters and volumes with the correct units.
- ☐ Keep markups, names, locations and source references readable for another reviewer.
- ☐ Record openings, deductions, overlaps, coverage, waste and rounding as visible decisions.

03 Price and review

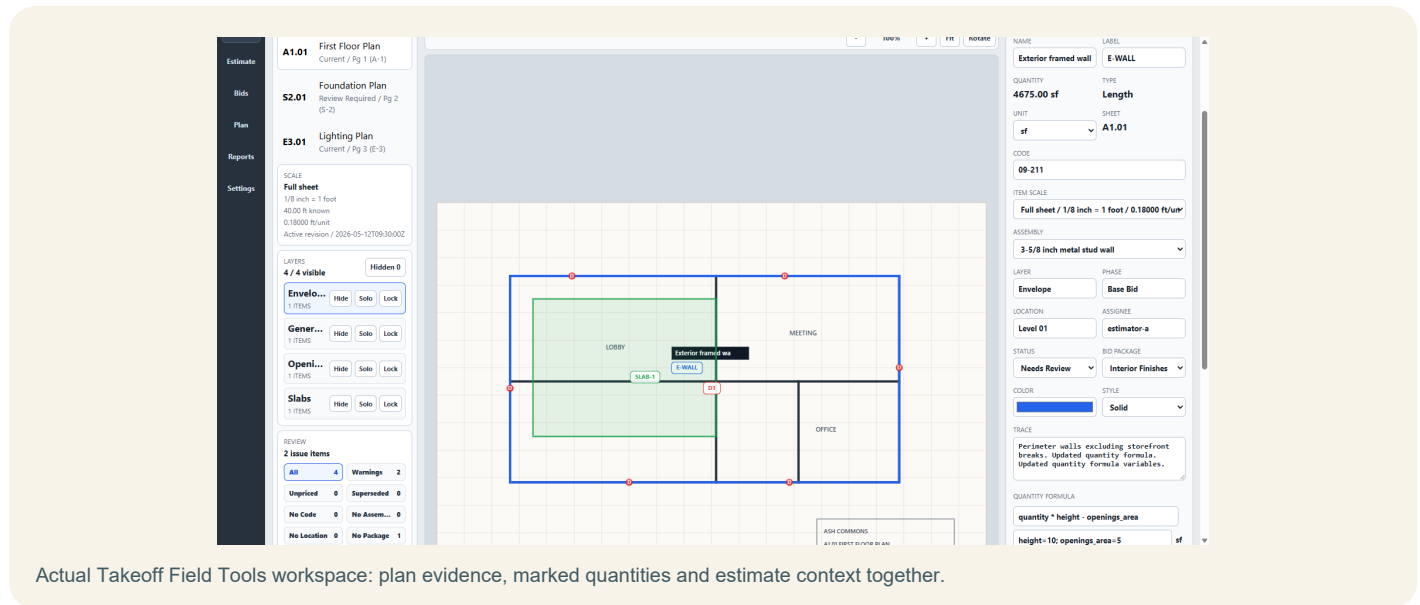
- ☐ Map quantities into material, labor, equipment, subcontract and allowance lines.
- ☐ Show formulas, production assumptions, unit costs, tax, overhead and profit.
- ☐ Verify current prices, lead times, code and permit requirements outside the drawing.
- ☐ Reconcile estimate totals to the marked plan; investigate warnings and outliers.

04 Communicate and preserve

- ☐ State scope, alternates, exclusions, assumptions and the exact bid version issued.
- ☐ Make the proposal, workbook and quantity report agree with the reviewed estimate.
- ☐ Save a backup or portable package that reopens with its plan and estimating context.
- ☐ Reuse only reviewed assemblies, costs and formulas; record what changed next time.

Keep the context with the number.

A takeoff is useful when another person can trace the quantity, review the pricing logic and understand the issued scope.



TAKEOFF

HOW MUCH?

Measure counts, lengths, areas and volumes from the current source.

ESTIMATE

WHAT WILL IT COST?

Apply visible material, labor, waste, production and markup logic.

BID

WHAT ARE WE OFFERING?

Communicate scope, price, alternates, exclusions and the issued version.

REUSE

WHAT SHOULD PERSIST?

Carry reviewed assemblies, costs, formulas and lessons into the next job.

THREE QUICK PROOF CHECKS

1

Trace one quantity

Open a representative estimate line and find its marked source, scale, unit and location.

2

Recompute one assembly

Check the formula, coverage, waste, rounding, labor and current unit costs independently.

3

Reopen the handoff

Open the saved project or package and confirm the plan, quantities, estimate and issued output still agree.

Construction takeoff and estimating software for Windows. \$79 once. No subscription.

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