

Contractor Quote Comparison Worksheet

RightSizeTools printable project worksheet

Use this when you have two or more quotes, or before requesting quotes so each contractor prices the same scope.

Project snapshot

Project address / location		Target budget	
Preferred start window		Must-have scope	

Compare these first

- ☐ Exact scope included
- ☐ Major exclusions
- ☐ Material and fixture allowances
- ☐ Who supplies materials
- ☐ Permit and inspection handling
- ☐ Trade work included or excluded
- ☐ Timeline and start date
- ☐ Payment schedule
- ☐ Warranty and callback terms

Questions to ask

- ☐ What would make this price change?
- ☐ What is included as an allowance instead of a fixed item?
- ☐ How are hidden conditions handled?
- ☐ Who is responsible for permits and inspections?
- ☐ Is cleanup and disposal included?
- ☐ What decisions do I need to make before work starts?

Watch for mismatched quotes

- ☐ One quote includes licensed trades and another excludes them
- ☐ One quote has real allowances and another says TBD
- ☐ One quote includes disposal and another does not
- ☐ One quote includes prep/repair and another assumes everything is ready
- ☐ One quote is vague about change orders

Quote comparison table

Item	Quote A	Quote B	Quote C
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Contractor name			
Total price			
Scope included			
Major exclusions			
Allowances			
Permits/inspections			
Start date / duration			
Payment schedule			
Warranty/callbacks			
Best questions to follow up			

Helpful prep before the visit

- ☐ Write a simple scope summary before asking for prices.
- ☐ Send the same scope and photos to each contractor.
- ☐ Ask each contractor to identify exclusions and assumptions.
- ☐ Compare the wording before comparing the price.

Notes

Lowest quote concerns	
Best value quote	
Open questions	
Decision deadline	

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