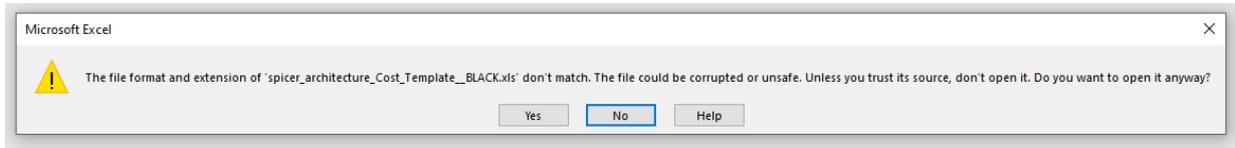
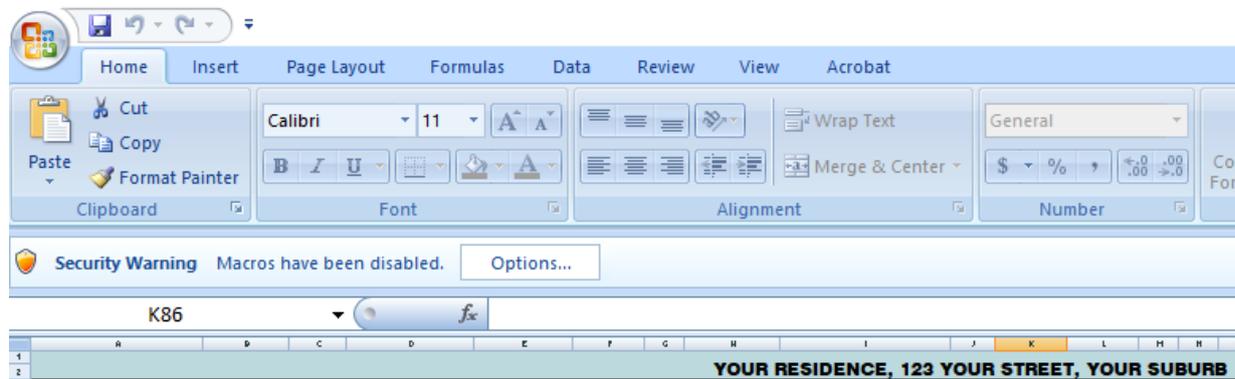


Instructions

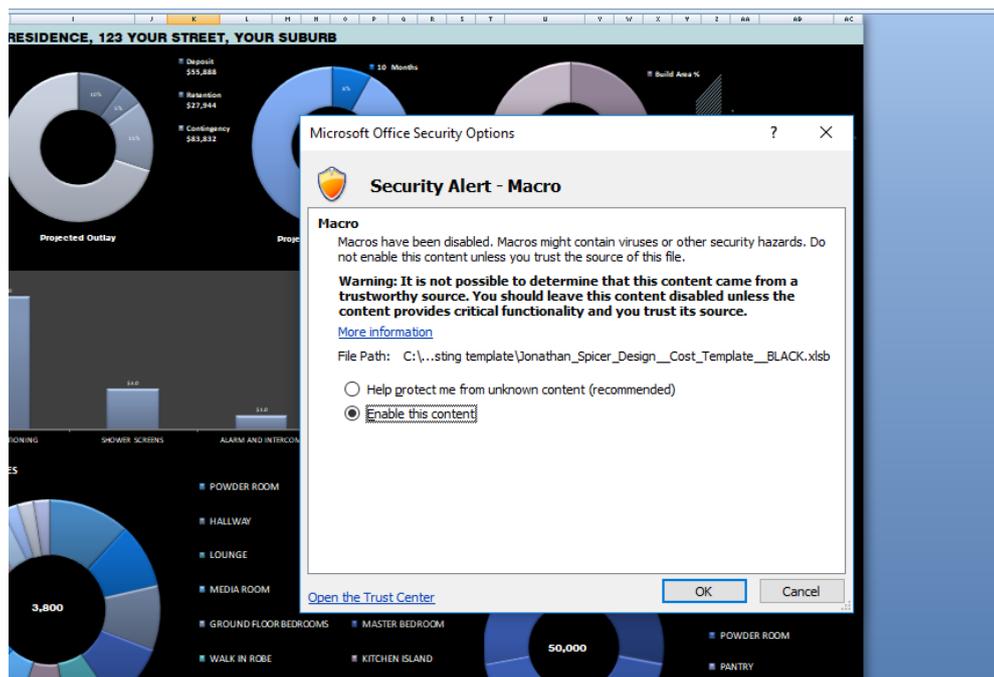
First up you may or may not get this message, if you do click yes



Once you have downloaded the file and opened in excel, you will be informed that *Macros* have been disabled in the top right corner of the spread sheet. Or you may get a yellow band up to top that asks you to enable content. Click enable content or...



Click on *options* then *enable this content* then click *ok*



Tabs

Down on the bottom left hand corner of the spread sheet you have 3 tabs.



Dashboard – Project set up – Cost tables

Dashboard

This is your visual representation of the job, each chart taking you through a specific cost break down attributed to your project, whether it be trades, overalls, square meter cost, expected monthly costs as well as room by room break downs for materials, finishes and finishes. This page should remain locked. No action is required on this page

Project set up

This is where you will set up the job, and the drop down menus for the cost table's page

First start with the site detail, address, total site area, projected build time and then square meter area that will be affected by the build. The tables below are country and builder specific in regards to GST, builders margin and their desired deposit often 10%.

Retention is a portion of the total price to build retained by you until the job is finished, usually 5%, but this will depend on the type of contract you enter with your builder.

Contingency is a percentage you estimate you need for unforeseen expenses not part of the builders price, things that are either beyond your or the builders control that are not discovered until the site has been opened up, or add-ons that happen during the build such as a new BBQ or deck that was not part of the original scope. 10-15% is perhaps a realistic amount to assume here, but every site has its own potential hurdles so talk this over with your Architect, interior designer, builder, engineer etc.

Project Name	YOUR RESIDENCE, 123 YOUR STREET, YOUR SUBURB	Estimated Build Time (months)	10
		Area of New Build (SQM)	500
		Overall Site Area (SQM)	1000
Deposit	10%	GST	10%
Retention	5%	MARGIN	15%
Contingency	15%		

Set up tables

This is where you set up the drop down menus specific to your project

Generic terms have been added in for examples, but feel free to over ride these by typing over these. Do not alter the size of these boxes as it may result in issues with the dashboard.

Set up Tables		
FINISHES/MATERIALS	FIXTURES	AREA
STONE - BENCHTOP	FRIDGE - WINE	STUDIO BATHROOM
STONE - TILE	COOK TOP	STUDIO KITCHEN
CERAMIC - TILE	OVEN	LOUNGE
TILE	MICROWAVE	KITCHEN
TIMBER	RANGEHOOD	PANTRY
POLISHED CONCRETE	DISHWASHER	MEDIA ROOM
CARPET	GLASSWASHER	LAUNDRY
MELAMINE	SINK	POWDER ROOM
WALL TILES	TAP / MIXER	HALLWAY
FLOOR TILES	INSINKERATOR	STAIR
WALL PAPER	BASIN	GROUND FLOOR BATHROOM
BRICK CLADDING	BASIN MIXER	GROUND FLOOR BEDROOMS
	BASIN TAP	GIRLS WALK IN ROBE
	BATH	GROUND FLOOR COURTYARDS
	BATH MIXER	MASTER BEDROOM
	BATH TAP	WALK IN ROBE

Cost tables

Now that your drop down menus are set up, simply fill in the items, fixtures or finishes you intend to use, their cost, code etc to as much detail as you require. This will populate the dashboard automatically for an overall snap shot of where your project is at. You can pull these tables down as you need more room.

Item	Area	Rate	Unit	Quantity	Total Cost	Comment/Description	Cost Type
2 PACY POLY	KITCHEN ISLAND	100.00	SQM	1	100.00	island	Fixed
STONE - BENCHTOP	KITCHEN ISLAND	100.00	SQM	1	100.00	island - ARTEDOMUS MOD 123-4	Fixed
STONE - BENCHTOP	KITCHEN BACK WALL	100.00	SQM	1	100.00	VANITY BENCH TOP	Fixed
CERAMIC - TILE	KITCHEN BACK WALL	100.00	SQM	1	100.00	FLOOR AND WALLS	Fixed
CERAMIC - TILE	KITCHEN SPLASHBACK	100.00	Per Room	1	100.00		Fixed
VENEER	KITCHEN	100.00	Per Job	1	100.00		Variable
				0	-		
				0	-		
				0	-		
2 PACY POLY	ALL AREAS	100.00		1	100.00		
STONE - BENCHTOP	BASE BUILDING	100.00		1	100.00		
WALL TILES	STUDIO	100.00		1	100.00		
	STUDIO BATHROOM	100.00		1	100.00		
	STUDIO KITCHEN			0	-		
	LOUNGE			0	-		
VENEER	KITCHEN	100.00		1	100.00		
	PANTRY			1	100.00		
2 PACY POLY	LOUNGE	100.00		1	100.00		
STONE - BENCHTOP	LOUNGE	100.00		1	100.00		
				0	-		
2 PACY POLY	LAUNDRY	100.00		1	100.00		
STONE - BENCHTOP	LAUNDRY	100.00		1	100.00		
WALL TILES	LAUNDRY	100.00		1	100.00		
FLOOR TILES	LAUNDRY	100.00		1	100.00		
CERAMIC - TILE	LAUNDRY SPLASHBACK	100.00		1	100.00		

And you're set! This may take some time in terms of putting your specific information in, but it's there for you to gain some prior insight to potential costs in the build ahead



Good luck!