

RenoProof

Quote clarity before you sign

Free Renovation Quote Checklist

Use this checklist before signing a renovation quote or paying a deposit. It is designed to help you identify what appears clear, unclear, excluded and worth confirming in writing.

How to use this checklist

Read your quote line by line. Tick each item only if the quote clearly states it. If the item is missing, vague or listed as an allowance, write a question for the contractor before committing.

1. Scope of work

Check	Item to confirm	Notes / question to ask
■	The quote clearly states exactly what work will be completed.	
■	The quote describes any demolition, preparation or removal work.	
■	The quote identifies what areas, rooms or surfaces are included.	
■	The quote says whether rubbish removal and final clean are included.	
■	The quote explains what is excluded from the scope.	

2. Materials and finishes

Check	Item to confirm	Notes / question to ask
■	Materials, brands, product ranges or finish levels are clearly listed.	
■	Fixtures, fittings, tiles, flooring, paint, cabinetry or hardware are described where relevant.	
■	The quote says who supplies each major item.	
■	Any customer-supplied items are clearly identified.	
■	Substitute products or product availability issues are explained.	

3. Costs, allowances and provisional sums

Check	Item to confirm	Notes / question to ask
■	The total quoted price is clear and easy to identify.	

■	GST treatment is clear.	
■	Prime cost items, allowances or provisional sums are listed separately.	
■	The quote explains how allowance changes will be handled.	
■	The quote states how variations or extra work will be priced and approved.	

4. Timing and payment stages

Check	Item to confirm	Notes / question to ask
■	The quote includes an estimated start date or lead time.	
■	The quote includes an expected project duration or completion timeframe.	
■	Payment stages are clearly listed.	
■	Deposit amount is clearly stated.	
■	Payment triggers are linked to clear milestones, not vague wording.	

5. Contractor clarification questions

Check	Item to confirm	Notes / question to ask
■	You have asked the contractor to confirm unclear items in writing.	
■	You have asked what is not included.	
■	You have asked how unexpected issues will be handled.	
■	You have asked whether licences, insurances or warranties apply where relevant.	
■	You have kept written records of all clarifications.	

RenoProof

Quote clarity before you sign

Before you sign

Use this final page to write the key questions you want answered before signing or paying a deposit.

Question #	Question to ask the contractor	Answered in writing
1		☐ Yes ☐ No
2		☐ Yes ☐ No
3		☐ Yes ☐ No
4		☐ Yes ☐ No
5		☐ Yes ☐ No
6		☐ Yes ☐ No
7		☐ Yes ☐ No
8		☐ Yes ☐ No
9		☐ Yes ☐ No
10		☐ Yes ☐ No

Want a plain-English quote clarity report?

RenoProof can organise one renovation quote into a clear report showing what appears included, excluded, unclear and worth confirming before you commit. Visit renoproof.com.au to start a Quote Clarity Report.

Important: This checklist is general information only. It is not building, legal, financial, design, engineering, quantity surveying, contract administration or contractor-selection advice.