

London Builder Quote Checklist

A two-page printable brief for home refurbishment, extensions and loft conversions

A clear brief helps builders quote against the same scope. Tick what you have and note gaps before comparing offers. Keep unfinished decisions visible.

A - Project snapshot

- ☐ Postcode and property type (terrace, flat, semi or other): _____
- ☐ Project type: refurbishment / renovation, extension, loft or combined: _____
- ☐ Main goal (more space, better layout, update finishes or other): _____
- ☐ Preferred start window (month or season; discuss the programme): _____
- ☐ Occupied during works? Yes / No / Partly. Rooms to keep usable: _____

B - Room / area scope

List each room or area. Tick essential, optional or keep as-is / out of scope.

Room / area	Essential	Optional	Keep as-is / out of scope
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

- ☐ Rooms that must not be disturbed: _____
- ☐ Kitchen / bathrooms: in the wider works or optional stages? _____

C - What to send with the enquiry

- ☐ Wide photographs of every space, plus close-ups of problem areas.
- ☐ Access photos: side return, garden gate, shared path, parking / delivery notes.
- ☐ Drawings, survey or written specification if available. Label Current / Early ideas.
- ☐ Finish examples (mood board, links or saved images).
- ☐ List fittings you will supply and fittings you expect the builder to supply.

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Finish your brief, compare the scope, then discuss your project with THRC

D - Finish & allowance notes

- ☐ Flooring / wall finishes: Chosen / Allowance needed / Builder to advise.
- ☐ Kitchen / sanitaryware / lighting: record the same choices where relevant.
- ☐ Ask what each allowance covers and how later selections affect the price.

E - Access & London site notes

Useful for terraces and period homes in West London, Hammersmith and across Greater London. Record what you know; flag what still needs checking.

- ☐ Delivery and parking constraints.
- ☐ Known working-hour, scaffolding or shared-path restrictions.
- ☐ Neighbouring walls / party-wall context, if relevant.
- ☐ Scaffolding or skip access limits.

F - Compare quotes fairly (before the total)

Ask each builder to confirm the following in writing:

- ☐ Included work, exclusions and assumptions.
- ☐ Proposed sequence / stages, waste removal and protection of retained finishes.
- ☐ Making good, handover and payment schedule.
- ☐ How changes are recorded, including their effect on cost and programme.
- ☐ Further site information or professional input needed to confirm the scope.

Compare the scope and assumptions first, then the total.

G - Enquiry pack ready?

- ☐ Postcode + room list + photographs ready for the first conversation.
- ☐ Drawings / surveys attached if available; priorities and exclusions written down.
- ☐ The same brief prepared for each builder.

Ready to discuss your brief with THRC?

Send your postcode, room list, photos / drawings and priorities. We can discuss your enquiry and the next step for a quote. A site visit is optional where useful.

[Enquire: thrcconstruction.com/contact](https://thrcconstruction.com/contact)

[Email: sales@thehomerefurbishmentcompany.co.uk](mailto:sales@thehomerefurbishmentcompany.co.uk)

[Phone: 020 3633 8086](tel:02036338086)

[Read the full home refurbishment quote checklist](#)

This checklist prepares an enquiry. It is not a quotation, specification or guarantee of suitability, cost or programme.