

# Estimate Comparison Quick Start Guide

At the very top of the first page will be the registration and estimate number

Below that will be a line as shown below showing what you are comparing so in this case it is a Sent version of the estimate against the Authorised version

22/03/2018 16:55:20 SENT **A→B** 22/03/2018 17:02:23 AUTHORISED

## Summary

**Cost Totals** - List the following items into Column A and B for comparison

- Total Parts Cost
- Total Misc. Cost
- Total Paint / Materials Cost
- Total Labour Cost
- Total Cost (ex VAT)

**Changes** - List the following items into three columns **+** Added **x** Removed **→** Changed

- Labour Items
- Part Items
- Misc. Cost Items

## Estimate Breakdown

**Labour, Parts and Misc.** - This will look identical to the standard Estimate Preview but will be marked with the following symbols where appropriate

- +** Added
- x** Removed
- Changed
- \*** Opinion
- T** Thatcham
- CW** Cavity Wax
- UV** Underbody Vinyl
- UW** Underbody Wax

## Comparison Details

**Parts and Misc.** - List the changed items into Column A and B for comparison and will be marked with the same symbols shown above where appropriate. On the right-hand side, they will also show whether the Time/Price has increased or decreased by the following symbols

- ▲** Increased
- ▼** Decreased

**Cost Totals** and **Time Totals** - List the following items into Column A and B for comparison.

Again, these will use the above Increased and Decreased symbols to show change between A and B