

# AVIATOR LITE USER MANUAL

Estimating can be complicated and, in some cases, mind boggling. With Aviator Lite software, you are able to price accurately, quickly and easily.



## GET THE MOST OUT OF YOUR PROGRAM

We have provided you with this booklet to make sure you get the most out of your program and so you can get off to a good start. This is a relatively short booklet and contains screenshots of the program so you can easily see which parts of the program we are referring to.

# Contents

The information included in this pack should arm you with the knowledge that you will help you get the most out of Aviator Lite.

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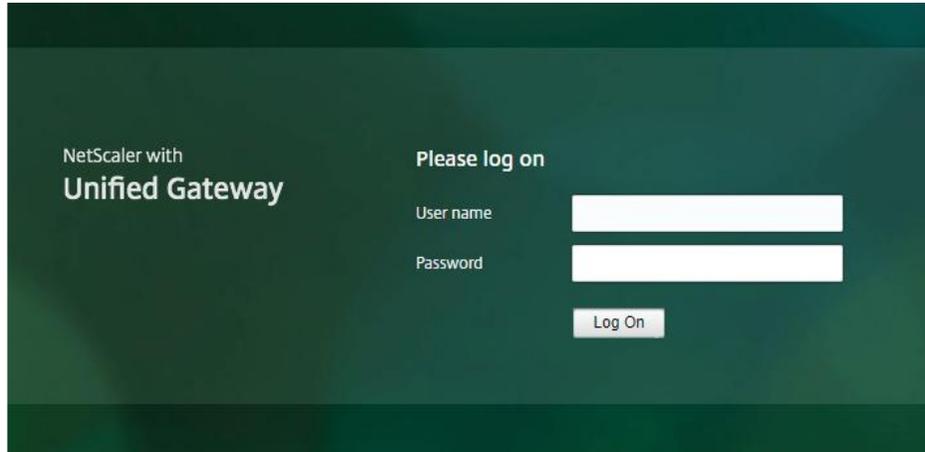
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## Starting a New Quote

Opening the program

To log onto the software, you will need to use the link that was sent to you via email.



NetScaler with  
**Unified Gateway**

Please log on

User name

Password

This will take you to NetScaler with Unified Gateway where you will need to enter the log in details provided.



To start a new quote, you will need to select 'Start New Quote'.

## The Client and Job Details Page

Once the program loads, it will open the Client and Job Details page ready for you to enter in all the relevant details for your job:

To get started you only need to enter the Surname, Start Date, and Reference Number.

**Enter Client and Job Details** Version No. 2.6.8

**BuildAviator LITE**  
QUOTE YOUR PROJECT

Title

First Name(s)

Surname

Company Name

Phone

Mobile

**Site Address**

Address

Postcode

Start Date

Ref Number

Job Description

Order Number

Account Number

**Builder Name & Address**

Name

Address

Postcode

Estimators Name

Date Estimated

Merchant

Branch

**Start Estimate**

Enter your branch here and the prices will adjust so that they match the brand selected.

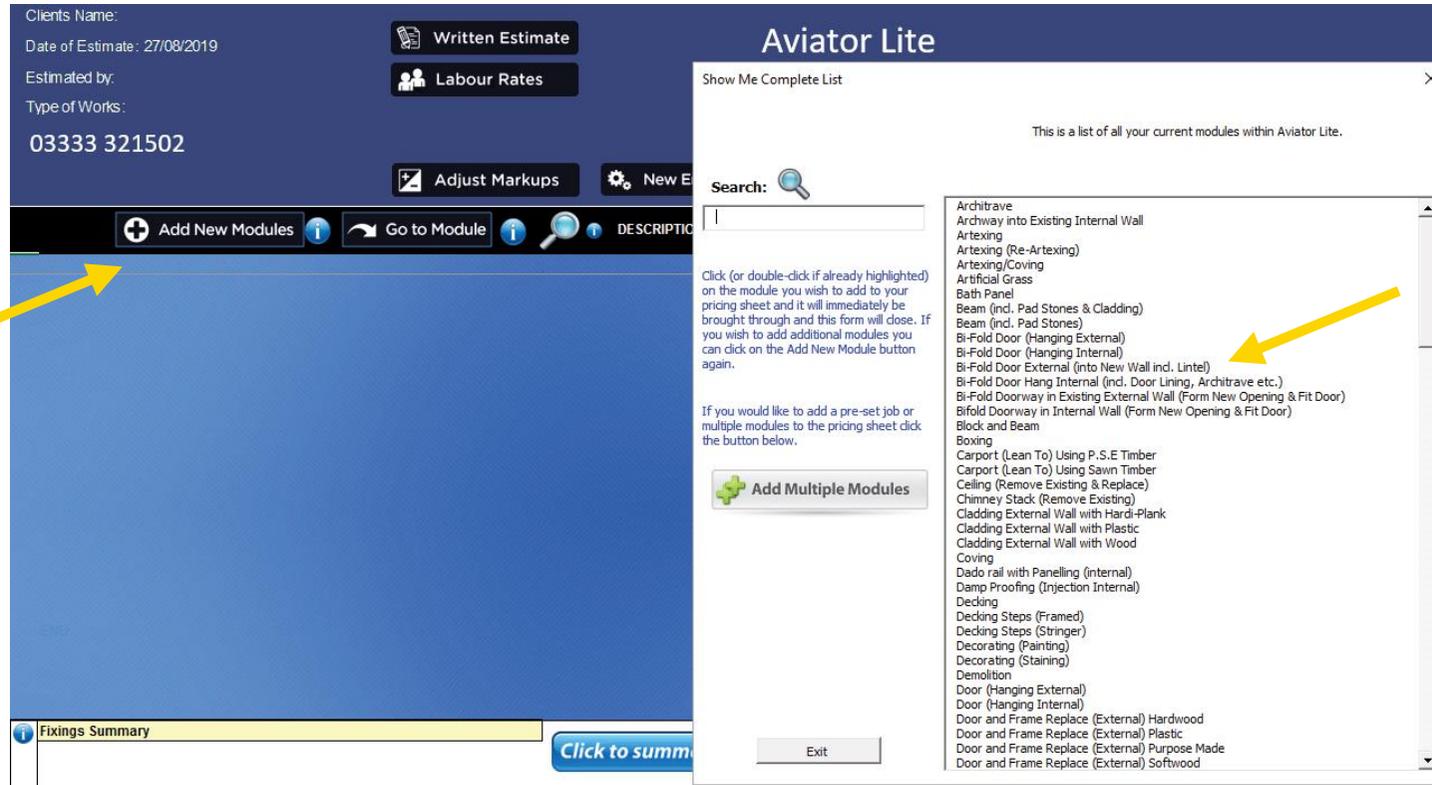
Once you have entered all of your details you just need to press 'Start Estimate'.

# The Pricing Sheet

## Loading Multiple Modules into the Pricing Sheet

An Estimating Module is a job you can price in the program e.g. roof structure, dry lining etc.

You can continue adding modules by repeating this process until you have all the modules you need for your job.



To bring an estimating module into the Pricing Sheet, click on the name of the module in the list.

**Tip:** Only click on the module you want to bring through **ONCE**, otherwise you will bring it through multiple times and the software will freeze.

# The Pricing Sheet

## Loading Multiple Modules into the Pricing Sheet

Once you have selected the modules you wish to bring through, press 'continue' and the Pricing Sheet will begin to load. Please note that the more you have selected, the longer it will take to load.

This side lists all the estimating modules available to you.

The screenshot shows a dialog box titled 'Build Aviator' with two main sections. The left section, 'Estimating Module List', contains a scrollable list of various construction estimating modules such as 'Architrave', 'Archway into Existing Internal Wall', 'Artexing', 'Artexing (Re-Artexing)', 'Artexing/Coving', 'Artificial Grass', 'Basement External Waterproofing', 'Basement Internal Waterproofing', 'Bath Panel', 'Beam (incl. Pad Stones & Cladding)', 'Beam (incl. Pad Stones)', 'Bi-Fold Door (Hanging External)', 'Bi-Fold Door (Hanging Internal)', 'Bi-Fold Door External (into New Wall incl. Lintel)', 'Bi-Fold Door Hang Internal (incl. Door Lining, Architrave)', 'Bi-Fold Doorway in Existing External Wall (Form New Op', 'Bifold Doorway in Internal Wall (Form New Opening & Fi', 'Block and Beam', 'Boxing', 'Carport (Lean To) Using P.S.E Timber', 'Carport (Lean To) Using Sawn Timber', 'Ceiling (Remove Existing & Replace)', 'Chimney Stack (Remove Existing)', 'Cladding External Wall with Hardi-Plank', 'Cladding External Wall with Plastic', 'Cladding External Wall with Wood', 'Coving', 'Dado rail with Panelling (Internal)', 'Damp Proofing (Injection Internal)', 'Decking (on Posts)', 'Decking (on Stakes no Posts)', 'Decking (on Stakes with Handrail to Perimeter)', and 'Decking Steps (Framed)'. Between the two lists are two buttons: 'ADD ITEM(s)' and 'REMOVE ITEM(s)'. The right section, 'Estimating Module List Selected', is currently empty. Below the lists are several informational messages and controls: 'What order modules will be brought onto the pricing sheet >>', 'Your Pricing sheet is set to:', 'Add all new entries below the previous module', 'This will add the modules as they are displayed in the estimating module list selected.', 'Click the button below to change the order modules are added in.', and a 'New Entry Settings' button. At the bottom right are 'Cancel' and 'Continue' buttons.

This is where you can choose to add or remove the selected modules.

This is where the estimating modules you have selected will be listed.

## The Pricing Sheet

This is where you will be doing the bulk of the work e.g. entering dimensions into the estimating modules and choosing the material, plant and labour items used for each job.

### Information on the Header

Clients Name:  
Date of Estimate: 27/08/2019  
Estimated by:  
Type of Works:  
03333 321502

Written Estimate  
Labour Rates

Aviator Lite  
Estimating Sheet

Important to fill in if required for job  
Estimator's Judgement  
Drop down menus items to be checked  
Prices from libraries  
Insert Line

Adjust Markups New Entry Settings Remove Module Hide/Show Header Save as PDF

Add New Modules Go to Module DESCRIPTION UNIT QTY TYPE PLANT MAT HRS. LABOUR TOTALS TRADE WORK SECTION  
Co No £ No £ No £

If you cannot see the key, you will need to click on the Hide/Show header button. This will allow you to have more room on the Pricing Sheet.

This is the key to the Pricing Sheet. It tells you what each field means and what action they require throughout the Pricing Sheet.

### Pricing Sheet Key:

**Red boxes** - are important to fill out. By filling these out, the program will start calculating information for you.

**Blue boxes** - are where the program requires you to enter the figure in and the program will make the rest of the calculations.

**Yellow boxes** - are where a default has been selected for you and you can check and change, if required.

**Green boxes** - hold the formulas and bring through the price information from the Merchants Price File.

# The Pricing Sheet

## Green Ticks and Red Crosses

You will notice on each estimating module, you have green ticks and red crosses. Where a line has a tick, it means that you wish to include it in the price. If you don't want to include it in the price, click on the tick and it will turn into a cross and omit that line from being priced.

**Tip:** If you have included or ticked a line by accident, you cannot tick/un-tick it immediately after. You need to 'refresh' the box by clicking elsewhere on the Pricing Sheet then back onto the cross or tick.

Demolition										6.00% << Wastage				
Enter Days <input type="text" value="3.00"/> Days										Insert Line				
? Labour	<input checked="" type="checkbox"/>	Labour								24.00	£450.00	£450.00	Labourer For Brickla	Demolition
? Excavator	<input checked="" type="checkbox"/>	Plant	Excavator	Excavator 5 ton	£72.00	3.00	Days	£240.00		24.00	£540.00	£780.00	Ground-worker	Demolition
? Breaker	<input checked="" type="checkbox"/>	Plant	Compacting_and_Break	Demolition Hammer 16kg	£30.00	3.00	Days	£60.00		24.00	£540.00	£600.00	Ground-worker	Demolition
? Waste Moving	<input checked="" type="checkbox"/>	Plant	Soil_Moving	Dumper 3 ton	£29.00	3.00	Days	£105.00		24.00	£540.00	£645.00	Ground-worker	Demolition
? Waste Disposal	<input checked="" type="checkbox"/>	Plant	Waste_Disposal	8 Yard Skip	£244.00	1.00	No	£244.00		1.00	£18.75	£262.75	Labourer	Demolition
Totals										£649.00	97.00	£2,088.75	£2,737.75	<a href="#">View Report</a>

Demolition										6.00% << Wastage				
Enter Days <input type="text" value="3.00"/> Days										Insert Line				
? Labour	<input checked="" type="checkbox"/>	Labour								24.00	£450.00	£450.00	Labourer For Brickla	Demolition
? Excavator	<input checked="" type="checkbox"/>	Plant	Excavator	Excavator 5 ton	£72.00	3.00	Days	£240.00		24.00	£540.00	£780.00	Ground-worker	Demolition
? Breaker	<input checked="" type="checkbox"/>	Plant	Compacting_and_Break	Demolition Hammer 16kg	£30.00	Not Required	Days			Not Required			Ground-worker	Demolition
? Waste Moving	<input checked="" type="checkbox"/>	Plant	Soil_Moving	Dumper 3 ton	£29.00	3.00	Days	£105.00		24.00	£540.00	£645.00	Ground-worker	Demolition
? Waste Disposal	<input checked="" type="checkbox"/>	Plant	Waste_Disposal	8 Yard Skip	£244.00	1.00	No	£244.00		1.00	£18.75	£262.75	Labourer	Demolition
Totals										£589.00	73.00	£1,548.75	£2,137.75	<a href="#">View Report</a>

For example, you do not need to hire a Demolition Hammer 16kg, as your company owns one, you are able to un-tick the item and it will remove it from the totals.

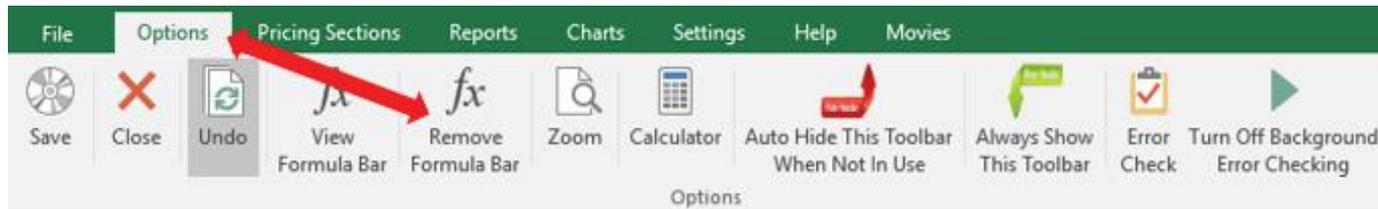
# The Pricing Sheet

## Increasing your working space

If you have a wide screen monitor, you may find that you do not have a lot of room to view the information on your Pricing Sheet. The Pricing Sheet holds a lot of useful information and help, but with the header and toolbar open, this can restrict and reduce your working space. By minimising this section, you can increase the amount of space you have to work on.



To hide the formula bar click 'options' and choose 'remove'. Click on the 'Hide/Show Header' and the arrow in the top right corner of the below screenshot to get both the formula and header back.



## Adjusting the Zoom Settings

If you can't see the whole Pricing sheet you will need to adjust the zoom settings on your program by zooming in and out using the '+' and '-' buttons in the bottom right corner. You can also use the zoom option on the 'options' tab on the toolbar.



# The Pricing Sheet

## New Entry Settings

When you add new modules to the Pricing Sheet, they will usually be added below the modules already on your Pricing Sheet (however, this will depend on your settings). Once the module has been added, you cannot change the order. The New Entry Settings option allows you to choose where new modules are placed before you add them. This setting can be changed by clicking on the 'New Entry Settings' button on the header.



Once you have clicked the New Entry Settings button, you will see the above dialog box. The program default setting are set so all new modules added will go to the bottom of the Pricing Sheet (below any existing modules). You can change this at the top of the Pricing Sheet. Or, you can change it to 'Define Entry Each Time'. This means that when you add a new module onto the Pricing Sheet, you are able to choose where you would like it to be added.

**Please note:** You can only choose the 'Define Entry Each Time' setting after you have added your first module to the Pricing Sheet. If you do not have any modules on the Pricing Sheet, the program will not be able to give you the option of where you would like to place it in relation to the modules already on your Pricing Sheet as there are none.

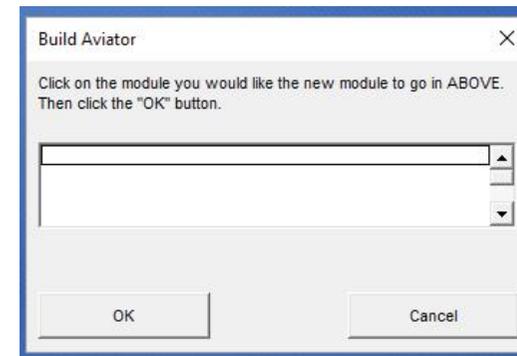
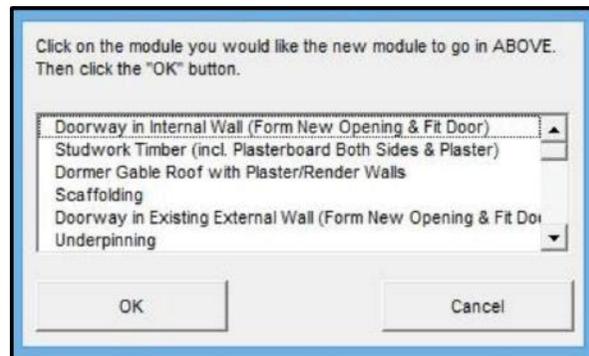
## The Pricing Sheet

### Define Entry Each Time

You have selected the option to choose where the new module will be added (in relation to the modules already on the Pricing Sheet).

When clicking on the 'Add New Module' on the Pricing Sheet, a dialog box appears, asking you which module (already on the Pricing Sheet) you would like your new module to go above.

Important: If you do not have any modules in your Pricing Sheet and you have your New Entry Settings set to 'Define Each Time', the dialog box below will appear. Please press cancel on this dialog box and change your New Entry Settings to either 'All new entries are placed at the top' or 'All new entries are placed at the bottom of the list' - Once you have added the first module, you can change your settings back to 'Define Entry Each Time'.



We have the facility to choose where you would like new modules to be added so you can order the modules in the same order that you would be doing the work. The order of the modules in the Pricing Sheet is carried through into other reports such as the Client's Summary and Written Quotation so it is important to consider the order when you are pricing.

# The Pricing Sheet

## Magnifying Glass Feature

You may find as you go through your Pricing Sheet that some descriptions appear to be 'cut off', this is because the item description is too long to fit in the yellow dropdown box. In order to keep the Pricing Sheet compact, the item description boxes need to be a certain width.

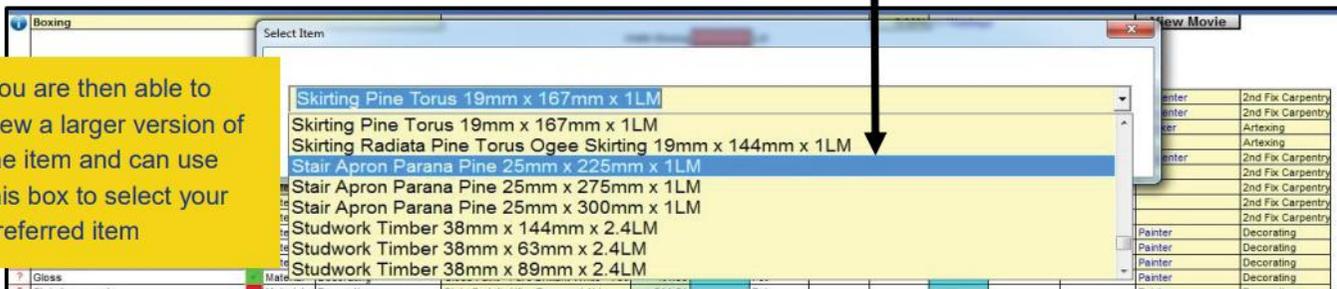
In order to view the full description for the item to ensure the correct one has been selected, you can use the magnifying glass feature.

You can use this feature on almost any box on the Pricing Sheet.



Click on the item you want to enlarge, then click on the magnifying glass on your header

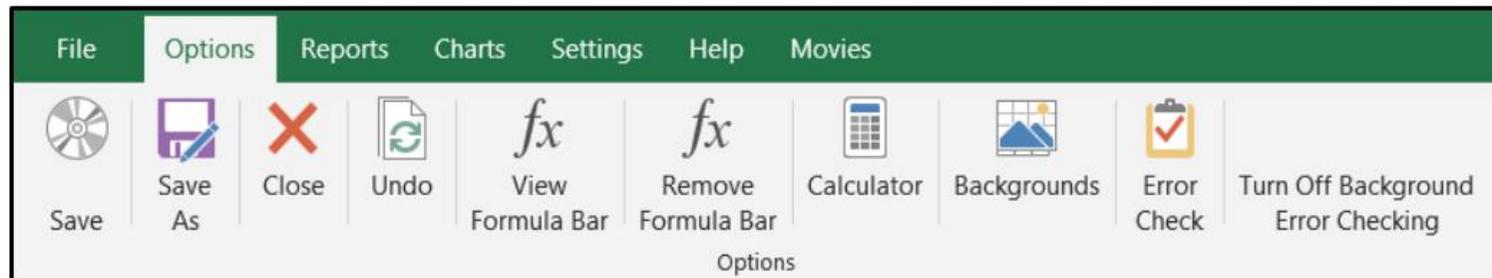
You are then able to view a larger version of the item and can use this box to select your preferred item



## Using the Toolbar

The toolbar (also called the ribbon bar) can be found at the top of the program. The toolbar allows you to navigate around the program as well as giving you additional options in the program.

### Options



**1. Save** – Using the Save option will save the work you have done through the whole program.

**2. Save As** – This allows you to save your file to a location and name of your choice. The program defaults to save to the Clients folder so you are able to access it from the ‘Open Existing Estimate’ option on your Build Aviator menu. If you would like to save it somewhere else, press Save As and you will be able to save it to a location of your choice (e.g. My Documents).

**3. Close** – This will close the program down. Please ensure you have saved your work before closing.

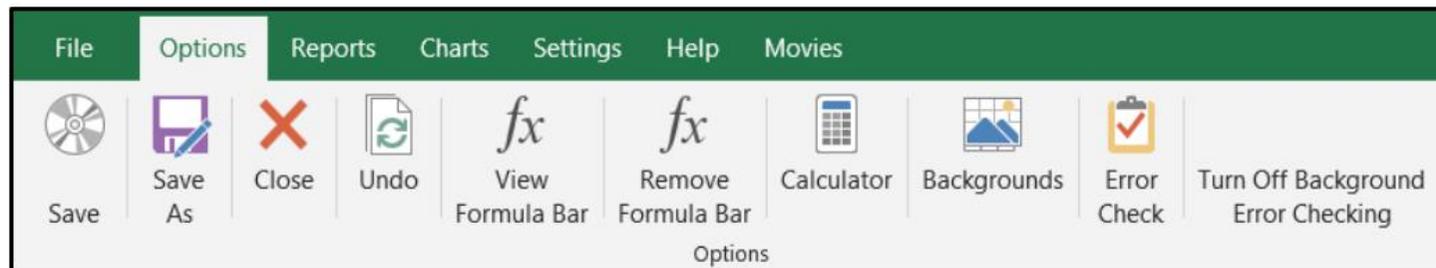
**4. Undo** – Using the Undo button will undo the last action you completed. In some cases this is not always possible due to the complex nature of the program. However, the thousands of calculations and processes made sometimes cannot be undone. This is useful if you have accidentally over-typed a formula. The Undo button can only be used once at a time.

## Using the Toolbar

**5. View Formula Bar** – Using the View Formula Bar will show the formula bar permanently when you are using the program. The Formula Bar is the bar you can see just below the Toolbar/Ribbon bar. This is where the program developers are able to view the formulas throughout the program. It can be useful to use when in the Written Quotation as you may prefer to write text in the bar rather than on the page.

**6. Remove Formula Bar** – Using the Remove Formula Bar will ‘hide’ the formula bar when you are using the program. You can ‘unhide’ the formula bar by using the bullet point above.

**7. Calculator** – Using the Calculator button will load your Windows calculator.



**8. Backgrounds** – This allows you to personalise the quote whilst completing the Pricing Sheet.

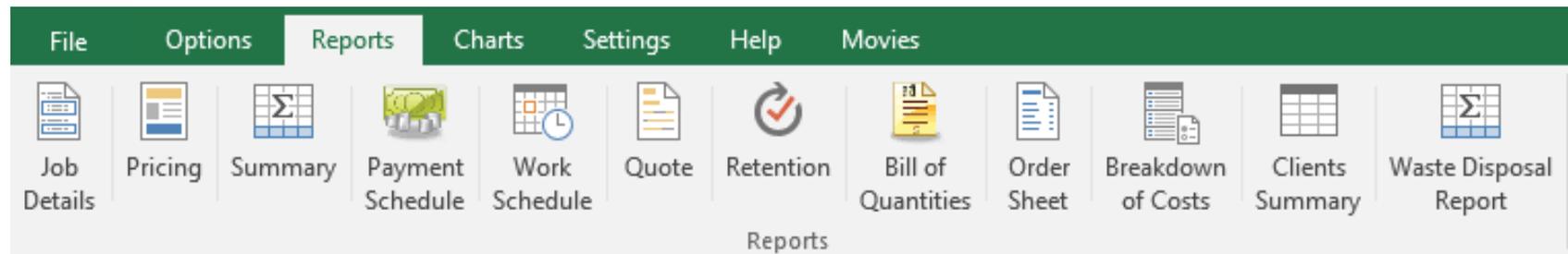
**9. Error Check** – Using Error Check will scan the Pricing Sheet for any errors in your work e.g. if you have a minus figure in your estimate or common user errors such as #N/A or #VALUE, the program will bring you to the section it appears allowing you to adjust them accordingly.

**10. Turn Off Background Error Check** – You may notice the green triangles in the corner of some of the boxes in your Pricing Sheet. This is a feature of Excel to check calculations within the program. You can turn the Triangles off by clicking this button.

## Using the Toolbar

### Reports Tab

This tab will allow you to navigate through the series of reports that the program produces from the information you have entered into the Pricing Sheet.



**1. Job Details** – This is where you enter the client and job details; you need to enter this information before pressing the ‘Save & Start New Quote’ button.

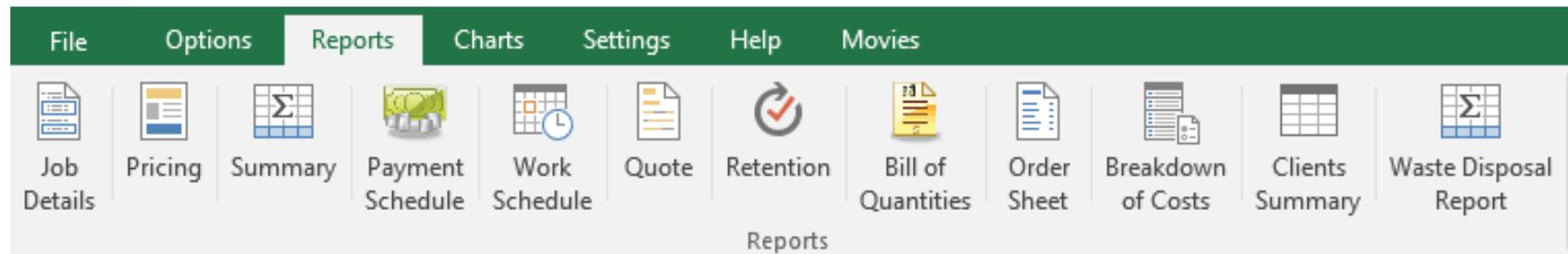
**2. Pricing** – This is where you price the various work sections required for the job you are doing.

**3. Summary** – This is your own personal summary where you are able to adjust your mark-up margins and VAT.

**4. Payment** – This is where you are able to edit the automated payment schedule for your client and add an initial payment.

**5. Work Schedule** – This will tell you when each job is due to start, how many days it will take and the completion date.

## Using the Toolbar



**6. Quote** – This report automatically generates a Written Quotation based on the information in your Pricing Sheet and Payment Schedule.

**7. Retention** – This is where you can add in Retention if required.

**8. Bill of Quantities** – This report looks through your Pricing Sheet and automatically generates a BOQ.

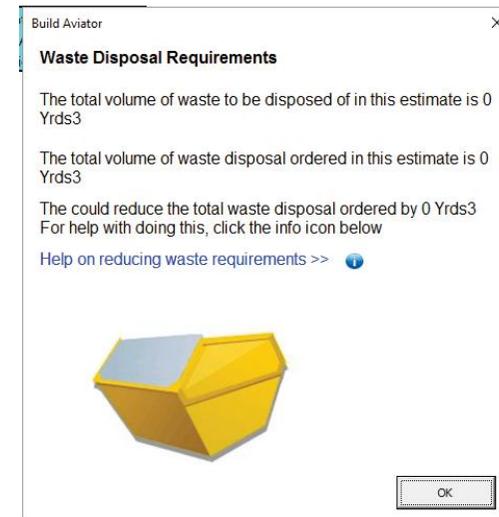
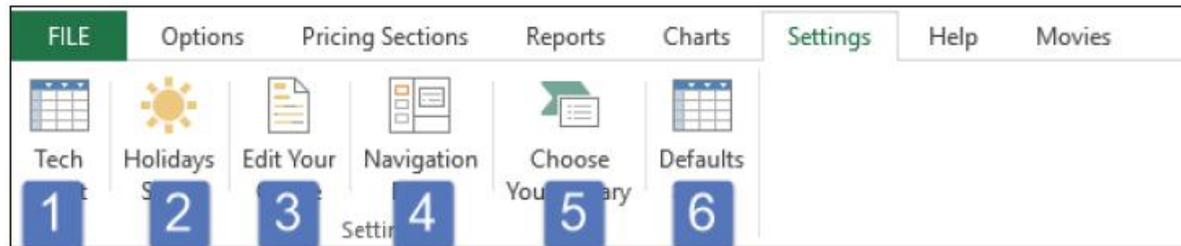
**9. Order Sheet** – This report looks through the Pricing Sheet and automatically generates a list of all required materials.

**10. Breakdown of Costs** – This report looksthrough the Pricing Sheet and automatically generates a list of any required plant items.

**11. Clients Summary** – This report is for your client, it looks at the Pricing Sheet and brings through all relevant information.

**12. Waste Disposal Report** – This reports looks through the Pricing Sheet and brings through the relevant requirements.

## Using the Toolbar

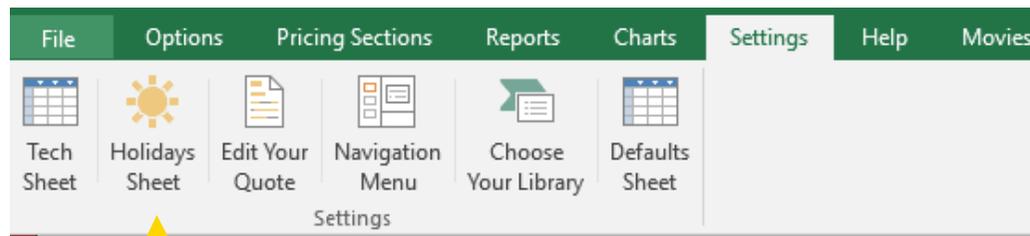


### Settings Tab

- 1. Tech Sheet** – This is where you can change the default save location and other options within the program.
- 2. Holidays Sheet** – This is where you can put any holidays e.g. Christmas, so they are omitted from the work schedule.
- 3. Edit Your Quote** – This is where you can change the default wording in the Written Quotation.
- 4. Navigation Menu** – This allows you to navigate around the program rather than using the toolbar.
- 5. Choose Your Library** – This is where you can open your quote library.
- 6. Defaults Sheet** – This is where you can edit the defaults used in the Pricing Sheet.

## Taking Holidays

There may be some days e.g. national holidays, that you may want to take out of the work schedule as you will not be completing any work that day. To do that, go to the Toolbar, choose 'Settings' and then 'Holidays Sheet'. You can then add any days that you do not want the work schedule to include - there will be some pre-filled days that you can remove if necessary:



Anything entered here will be omitted from your Work Schedule.

Enter in any other days in the blue area that you want to be omitted.

Holiday Title	Enter Dates of Holidays	Day Holiday Will Be On
Summer Bank Holiday	27-Aug-18	Monday
Christmas Day	25-Dec-18	Tuesday
Boxing Day	26-Dec-18	Wednesday
New Years Day	01-Jan-19	Tuesday
Good Friday	19-Apr-19	Friday
Easter Monday	22-Apr-19	Monday
May Bank Holiday	06-May-19	Monday
Spring Bank Holiday	27-May-19	Monday
Summer Bank Holiday	26-Aug-19	Monday
Christmas Day	25-Dec-19	Wednesday
Boxing Day	26-Dec-19	Thursday
New Years Day	01-Jan-20	Wednesday
Good Friday	10-Apr-20	Friday
Easter Monday	13-Apr-20	Monday
May Bank Holiday	04-May-20	Monday
Spring Bank Holiday	25-May-20	Monday
Summer Bank Holiday	31-Aug-20	Monday
Christmas Day	25-Dec-20	Friday
Boxing Day Substitute	28-Dec-20	Monday
New Years Day	01-Jan-21	Friday
Good Friday	02-Apr-21	Friday
Easter Monday	05-Apr-21	Monday
May Bank Holiday	03-May-21	Monday
Spring Bank Holiday	31-May-21	Monday
Summer Bank Holiday	30-Aug-21	Monday
Christmas Day Substitute	27-Dec-21	Monday
Boxing Day Substitute	28-Dec-21	Tuesday
New Years Day Substitute	03-Jan-22	Monday

## Using the 3D Diagrams

Throughout the modules, you will notice red and blue question marks and thumbnail pictures. These can all be clicked on to produce a 3D diagram. For all red question marks and thumbnail diagrams, you will be able to enter and edit information. The blue question marks will give you information and a static visual representation to show what is being priced on that particular line of the module.

Item Code	Description
10	LM
20	LM
30	145 mm
40	MT
50	MT
60	EA
70	Day
80	No
90	Day
100	Day
110	Day
120	Day
130	Day
140	Day
150	Day
160	EA
170	EA
180	Day
190	EA
200	EA
210	EA
220	EA
230	EA
240	EA
250	EA
260	EA
270	EA
280	EA
290	EA
300	EA

When you enter the figures on to the diagram, they are transferred to the Pricing Sheet

Item Code	Description
1	LM
2	LM
3	LM
4	LM
5	LM
6	LM
7	LM
8	LM
9	LM
10	LM
11	LM
12	LM
13	LM
14	LM
15	LM
16	LM
17	LM
18	LM
19	LM
20	LM
21	LM
22	LM
23	LM
24	LM
25	LM
26	LM
27	LM
28	LM
29	LM
30	LM

You can also change the amount of time associated with fitting the item and the trade doing the work!

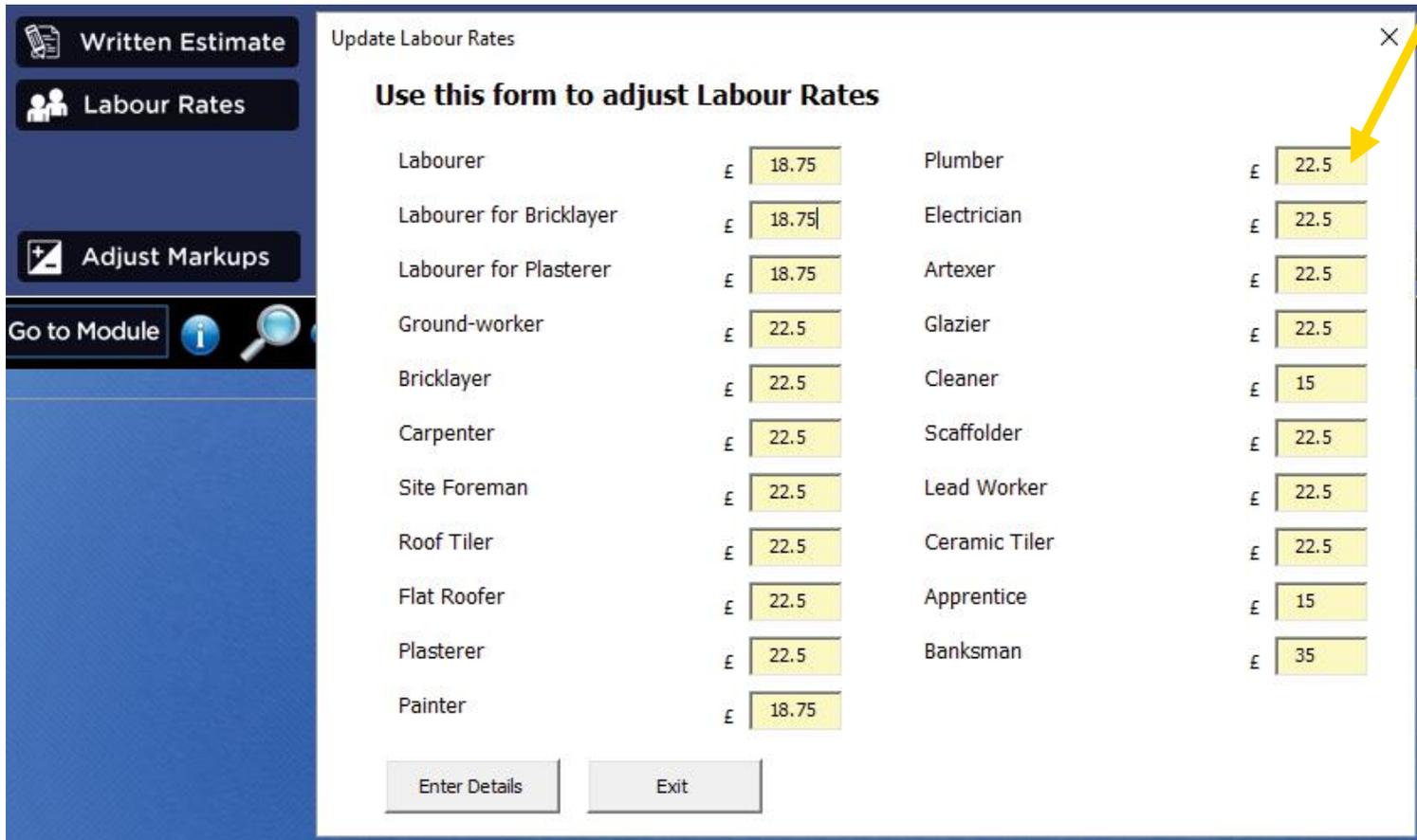
You can select the type of material used for that line of work and you can also fine-tune other details such as the length of material

## Updating Labour Rates

There is a button on your Pricing Sheet which allows you to update your labour rates.

All you need to do is click on the 'Labours Rates' button, then type the rates into the yellow boxes and select 'Enter Details'.

You can come back to this and alter the rates as many times as you like!



Update Labour Rates

Use this form to adjust Labour Rates

Labourer	£	18.75	Plumber	£	22.5
Labourer for Bricklayer	£	18.75	Electrician	£	22.5
Labourer for Plasterer	£	18.75	Artexer	£	22.5
Ground-worker	£	22.5	Glazier	£	22.5
Bricklayer	£	22.5	Cleaner	£	15
Carpenter	£	22.5	Scaffolder	£	22.5
Site Foreman	£	22.5	Lead Worker	£	22.5
Roof Tiler	£	22.5	Ceramic Tiler	£	22.5
Flat Roofer	£	22.5	Apprentice	£	15
Plasterer	£	22.5	Banksman	£	35
Painter	£	18.75			

Enter Details Exit

## Gang Rates

### How are gang rates calculated?

In certain pricing sections you will notice gangs are used. Our customers often question how we calculate the labour gang prices, below is an explanation:

The cost of building a wall is worked out by the rate allowed for bricks or blocks, **NOT** the number of people who are working on the wall. The hours allowed to build the wall look at the cost of the wall and then the rate of the chosen trade(s) from the price list. A common misconception is 'if one person is to build the wall for £100, then surely it would be double the cost for two people to build the same wall – this is incorrect. The price of the wall stays the same, no matter how many people are working on it. Please see the below example:

If one bricklayer is to build the wall at their rate of £18.75, they will have 20.736 hours in which to do so ( $20.736 \times £18.75 = £388.80$  – what it will cost to build the wall).

If two bricklayers are to build the wall at their rate of £18.75 each, they have a combined 20.736 hours in which to do so (10.368 hours each = a combined 20.736) then ( $20.736 \times £18.75 = £388.80$ )

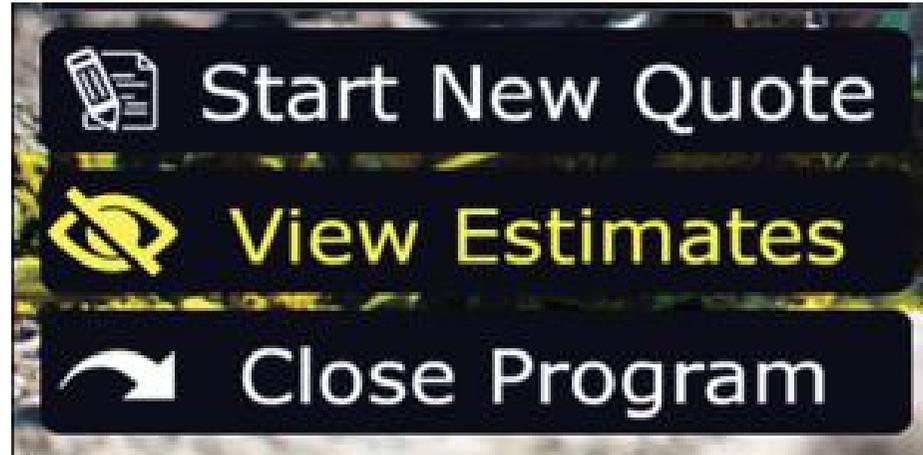
The only thing that will change is if you have a trade at a different rate in the gang as this will allow for more or less hours, depending on the rate.

If you are using a gang of two bricklayers at their rate of £18.75 and one labourer at their rate of £12, you would add all the costs together ( $2 \times £18.75 + £12 = £49.50$  per gang). Divide this by the number of trades in the gang to get the average rate (£49.50 divided by 3 = £16.50 per trade).

The cost of the wall is still £388.80. Divide that by £16.50 = 23.56 hours. This has increased the hours to build the wall by 2.83 hours due to the labourer in the gang being at a cheaper rate per hour.

## Running Your Reports

1. To run your reports on the cloud, you need to go to the main menu and select View Estimates.

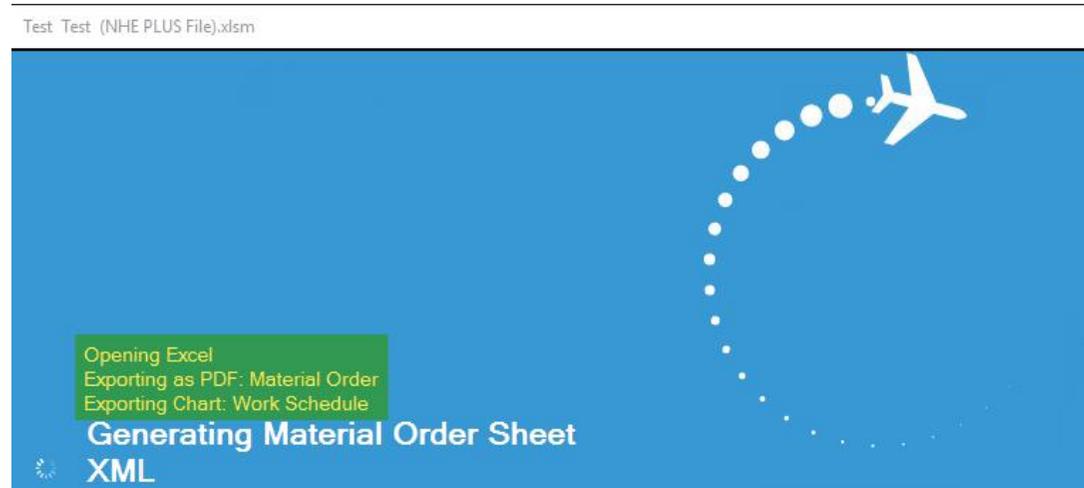


2. You are able to run the reports from the 3 dots beside each quote.



## Running Your Reports

3. Once they have started running, it will pop up with the blue form. As you can see, the Reports will keep you informed of each step the process is at.

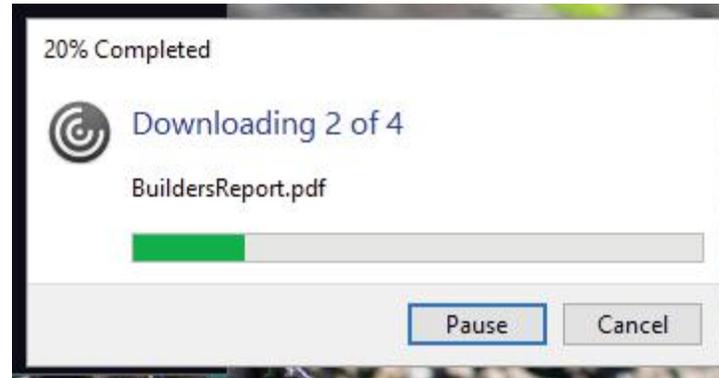


4. Once the reports have finished running (this may take up to 10 minutes), you will be able to access them from 'Download Reports'

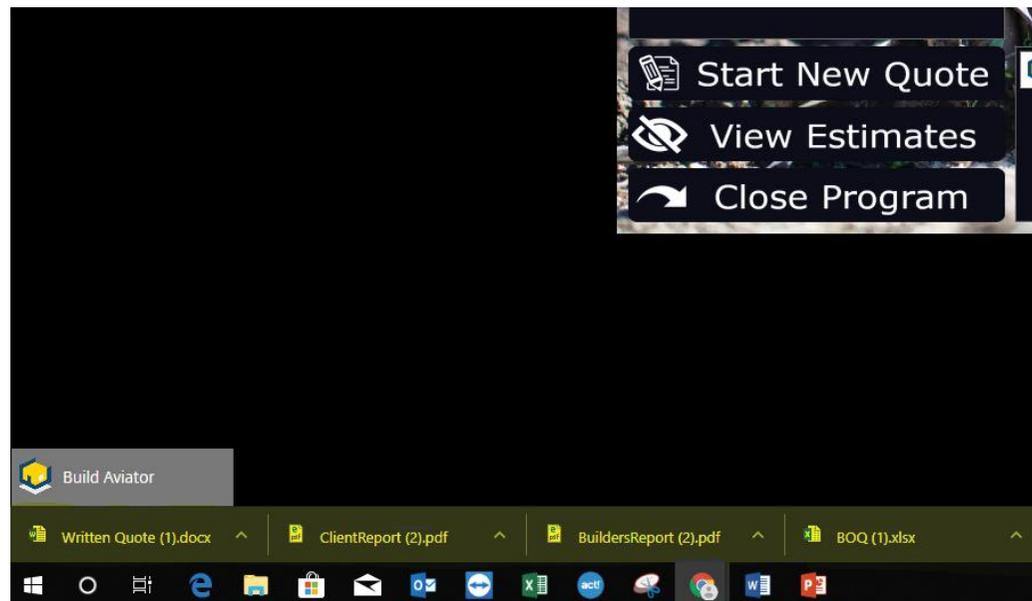


## Running Your Reports

5. Once you have pressed download reports, a pop up box will appear showing you how to close they are to being downloaded.

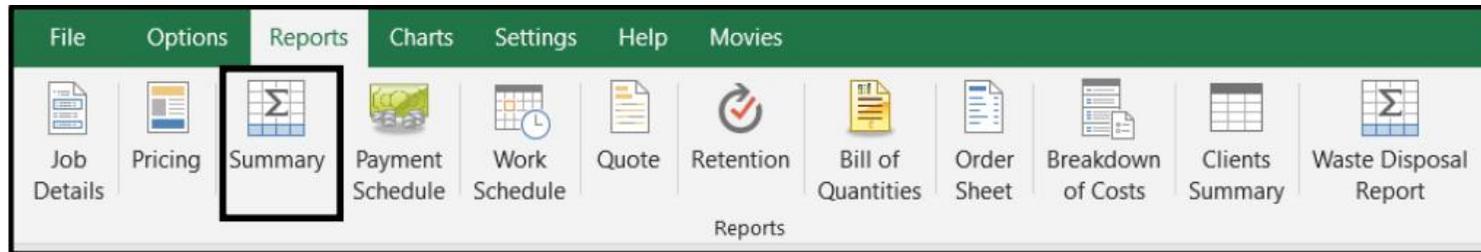


6. When the reports have downloaded, they will appear at the bottom of your screen. From there, you will be able to open them as normal and save them where you like.



## Summary

Once you have entered the details into the Pricing Sheet, the best place to go next is the Summary. It will show you the actual costs and labour hours associated with each section of works.



The Summary lists all pricing sections from the Pricing Sheet so you can quickly and easily see what has been priced and what has not. This is your own personal summary which is why it lists the actual costs throughout, you can look through these here to check you are happy.

You can go back to the Pricing Sheet at any time to make adjustments, the Summary will re-generate each time to ensure it is bringing through the correct and latest information.

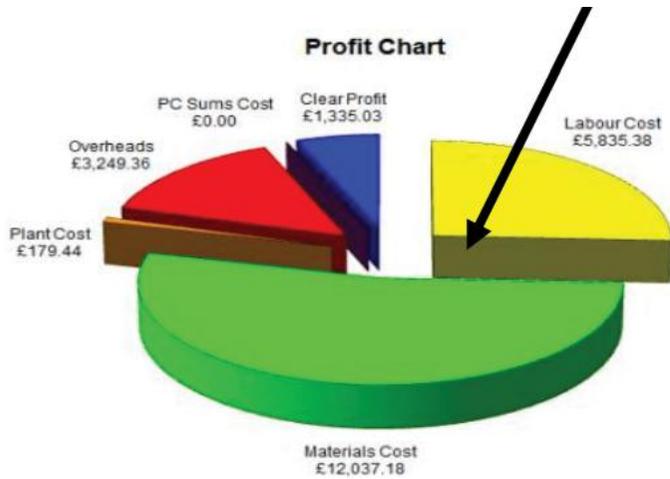
The Summary is a really useful tool that allows you to take control of your profit margin, overheads and VAT.

Customise it to suit your business and the job and find out exactly how much you can expect to earn from the job.

# Summary

## Adjusting your profit

The Profit Chart is automatically generated from information in the Summary.



You can over-type the percentage amount in the yellow box or use the grey sliders to increase/decrease the mark up margin amount.

	Plant Cost	£179.44
12 %	Mark up Margin On Plant	£21.53
<   >	Quotation For Plant	£200.97
	Materials Cost	£12,037.18
19 %	Mark up Margin On Materials	£2,287.06
<   >	Quotation For Materials	£14,324.25
	Labour Cost	£5,835.38
39 %	Mark up Margin On Labour	£2,275.80
<   >	Quotation For Labour	£8,111.18

How much money you will earn from your mark up.

The total amount you will be charging for this section (e.g. Materials).

## Summary

### Adjusting Overheads and VAT/Tax

In the same way that you edited the profit mark ups, you can adjust the overheads either by over-typing the percentage or using the slider.

Gross Percentage On Costs	25.4%	i	
Clear Profit Percentage On Costs	7.4%	i	
Clear Profit Percentage On Quotation Price	4.9%	i	
12 %	Overheads	£3,249.36	i
<   >	Clear Profit	£1,335.03	i
	Total Direct Costs	£18,052.00	i
	Total Mark Up Is	£4,584.39	i
	Total Quotation Price Is	£22,636.39	i
20.0%	VAT / Tax.	£4,527.28	i
	Total Price	£27,163.67	i

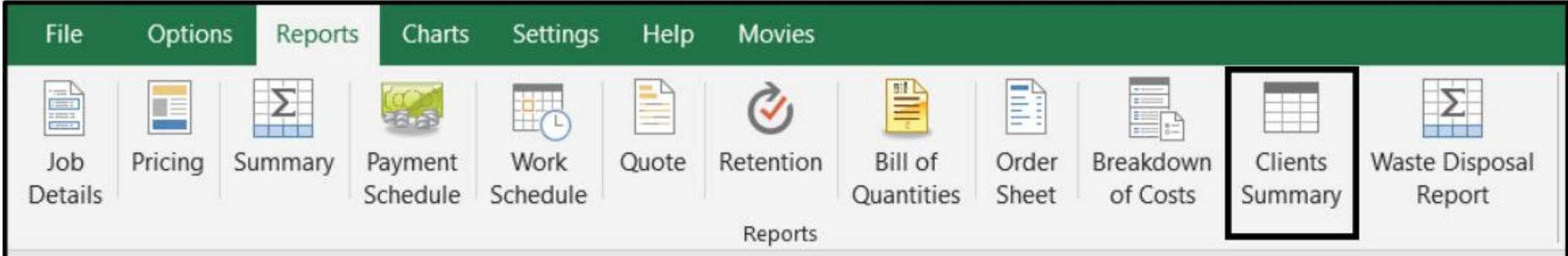
Clear profit is the amount of money you will make after all direct costs and overheads have been paid.

To change the VAT, just over-type the percentage.

**Tip:** Overheads are the costs that cannot be directly attributed to the job being priced but are costs to the company such as travel, insurance, office staff, marketing/advertising etc. The overhead percentage is taken out of the total mark ups you have added to the material, plant, labour and P.C. Sum costs.

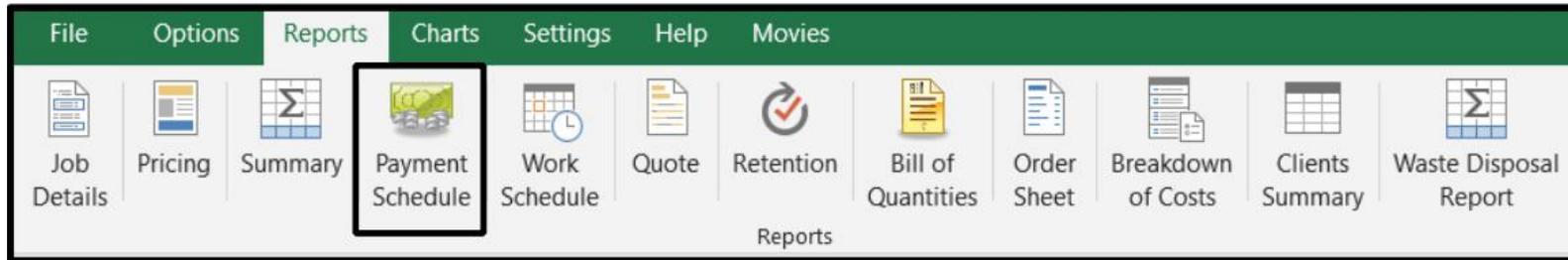
# Client's Summary

The Client's Summary uses all the information from your own Summary. It doesn't show the mark ups separately. The program re-works the figures for each section of works so that your mark ups are built in. You are able to adjust the level of information you give to your client before printing.



## Payment Schedule

The Payment Schedule is automatically generated for you based on the order that you would build the house/extension. It takes logical payments for each section of works e.g. foundations, 1st fix carpentry etc so that you are being paid for the work as it is being done. However, you are able to adjust the generated Payment Schedule if you wish. It is simple if you follow the tips below:



The information from your Pricing Sheet will be carried through into your Payment Schedule and will create several stage payments automatically. The name of each stage payment can be changed by the user, this information will be carried through into the Written Quotation.

Summary of Payments				
Payment Number	Description of Stage Payment	Stage Payment Totals	VAT @ 20.0%	Total
	<b>Initial Payment</b>			
1	Groundworks	£2,300.00	£460.00	£2,760.00
2	Up to Joist Height	£400.00	£80.00	£480.00
3	Completion of Roof (water tight)	£300.00	£60.00	£360.00
4	Completion of Plastering	£1,200.00	£240.00	£1,440.00
5	Second Fixing	£100.00	£20.00	£120.00
6	Completion Works	£282.74	£56.55	£339.29
	<b>Total</b>	<b>£4,582.74</b>	<b>£916.55</b>	<b>£5,499.29</b>
		<b>Total Payable</b>	<b>£4,582.74</b>	
		<b>VAT @ 20.0%</b>	<b>£916.55</b>	
		<b>Total Inc. VAT</b>	<b>£5,499.29</b>	

## Payment Schedule

You can change the types of work (e.g. Underpinning) and the percentage of costs taken.

Groundworks		Payment 1		
% Taken	Description of Works	% Remaining	Money Taken	General Info/Warning
100%	Site Setup		£22.76	All of this section of work has been taken
100%	Demolition		£6.96	All of this section of work has been taken
100%	Underpinning		£6,440.91	All of this section of work has been taken
100%	Services			All of this section of work has been taken
100%	Foundations			All of this section of work has been taken
100%	Drainage (1st stage)			All of this section of work has been taken
100%	Driveway sub-base			All of this section of work has been taken
100%	Oversite			All of this section of work has been taken
100%	Statutory Payments			All of this section of work has been taken
100%	Leaving Services			All of this section of work has been taken
	Profit	35.0%	£1,619.22	Profit Provision = 65.00%
	<b>Total</b>		<b>£8,089.85</b>	
			<b>Total Payable</b>	<b>£8,000.00</b>
			<b>VAT @ 20.0%</b>	<b>£1,600.00</b>
			<b>Total Inc. VAT</b>	<b>£9,600.00</b>

To change or add to the types of work, click on the yellow dropdown box in the 'Description of Works' column.

To change how much you are going to take from that job, simply overwrite the percentage amount in the % taken column.

**Tip:** all types of work (e.g. Underpinning) that have had 100% taken will not appear in the dropdown box because the full amount has already been taken for that section. If you were to adjust 100% to 80% for Underpinning, it would appear in the dropdown box because you have a remaining 20% to take.

The Payment Schedule works in this way to make it easier for the user to see what is still left to add in to the schedule. Try deleting one of the works that has been allowed for, you will then see this appear in the dropdown box.

**Tip:** Scroll right the way through the dropdown box as sometimes there are types of work hiding.

The % taken is used because in most building projects, there are many sections of works that will not be done 'neatly' in each payment section. The walls, for example, are often done in stages along with scaffolding and drainage.

# Payment Schedule

% Taken	Description of Works	% Remaining	Money Taken	General Info/Warning
100%	Professional Services			All of this section of work has been taken
100%	Damp Proofing			All of this section of work has been taken
75%	Walls		£1,062.83	All of this section of work has been taken
100%	Windows and Doors			All of this section of work has been taken
80%	Scaffolding	20.0%	£406.00	remaining
100%	Timberframe			All of this section of work has been taken
100%	Joists			All of this section of work has been taken
100%		100.0%		remaining
100%		100.0%		remaining
100%		100.0%		remaining
	Profit	20.0%	£925.27	The profit remaining = 45.00%
<b>Total</b>			<b>£2,394.10</b>	
		<b>Total Payable</b>	<b>£2,300.00</b>	
		<b>VAT @ 20.0%</b>	<b>£460.00</b>	
		<b>Total Inc. VAT</b>	<b>£2,760.00</b>	

Here, the section for scaffolding has been changed from 100% to 80% and the program is telling us that there is still 20% to take later in the Payment Schedule.

By changing it to 80%, scaffolding will now appear in our dropdown list and we can add it to another payment section until all has been allowed for.

% Taken	Description of Works	% Remaining	Money Taken	General Info/Warning
100%	Professional Services			All of this section of work has been taken
100%	Damp Proofing			All of this section of work has been taken
75%	Walls		£1,062.83	All of this section of work has been taken
100%	Windows and Doors			All of this section of work has been taken
101%	Scaffolding	-1.0%	£417.88	Warning you have taken more than 100% of this section of works
100%	Timberframe			All of this section of work has been taken
100%	Joists			All of this section of work has been taken
100%		100.0%		remaining
100%		100.0%		remaining
100%		100.0%		remaining
	Profit	20.0%	£925.27	The profit remaining = 45.00%
<b>Total</b>			<b>£2,500.67</b>	
		<b>Total Payable</b>	<b>£2,500.00</b>	
		<b>VAT @ 20.0%</b>	<b>£500.00</b>	
		<b>Total Inc. VAT</b>	<b>£3,000.00</b>	

If you change the percentage to too much, the program will tell you so you are able to adjust the schedule accordingly.

Another reason we provide you with the option of changing the percentages is because the Work Schedule uses the Payment Schedule to base what dates each section of works will be done on. In the next example, you will see that in one payment, Walls are being taken twice but with other sections of work (e.g. Scaffolding, Timber Frame etc) in between.

# Payment Schedule

% Taken	Description of Works	% Remaining	Money Taken	General Info/Warning
100%	Professional Services			All of this section of work has been taken
100%	Damp Proofing			All of this section of work has been taken
75%	Walls		£1,062.83	All of this section of work has been taken
100%	Windows and Doors			All of this section of work has been taken
100%	Scaffolding		£507.50	All of this section of work has been taken
100%	Timberframe			All of this section of work has been taken
100%	Joists			All of this section of work has been taken
25%	Walls		£354.28	All of this section of work has been taken
100%		100.0%		remaining
100%		100.0%		remaining
	Profit	20.0%	£925.27	The profit remaining = 45.00%
<b>Total</b>			<b>£2,849.87</b>	
<b>Total Payable</b>				<b>£2,800.00</b>
<b>VAT @ 20.0%</b>				<b>£560.00</b>
<b>Total Inc. VAT</b>				<b>£3,360.00</b>

% Taken	Description of Works	% Remaining	Money Taken	General Info/Warning
100%	Professional Services			All of this section of work has been taken
100%	Damp Proofing			All of this section of work has been taken
75%	Walls		£1,062.83	All of this section of work has been taken
100%	Windows and Doors			All of this section of work has been taken
100%	Scaffolding		£507.50	All of this section of work has been taken
100%	Timberframe			All of this section of work has been taken
100%	Joists			All of this section of work has been taken
25%	Walls		£354.28	All of this section of work has been taken
100%		100.0%		remaining
100%		100.0%		remaining
	Profit	20.0%	£925.27	The profit remaining = 45.00%
<b>Total</b>			<b>£2,849.87</b>	
<b>Total Payable</b>				<b>£2,800.00</b>
<b>VAT @ 20.0%</b>				<b>£560.00</b>
<b>Total Inc. VAT</b>				<b>£3,360.00</b>

By selecting the percentage of each section of works, this is brought through the actual costs but no profit... At the end of each payment, you will be able to take a % of profit.

## Payment Schedule

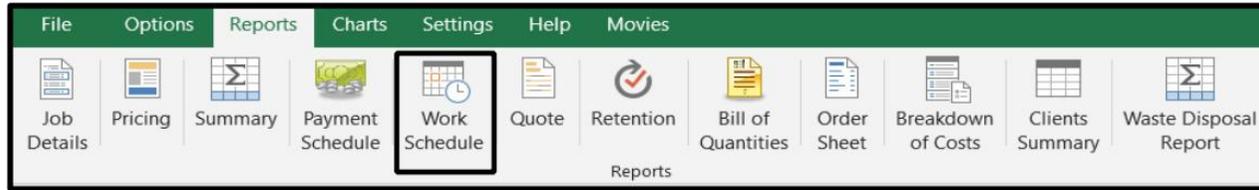
### Initial Payment

If the job requires an initial payment, this can be taken using the Initial Payment section (found section at the top of the Payment Schedule page). Simply type the amount you wish to take from each stage payment (e.g. £1500 from Groundworks, £500 from Up to Joist Height and £1000 from Completion of Roof) in to the section highlighted in black in the screenshot. However much you have taken in that section will be deducted from the costs highlighted in blue and the money you have taken will be used as the Initial Payment.

% Taken	Description of Stage Payment	Money Taken	General Info/Warning	
	Groundworks		Payment remaining for this stage >>	£8,000.00
	Up to Joist Height		Payment remaining for this stage >>	£2,800.00
	Completion of Roof (water tight)		Payment remaining for this stage >>	£3,400.00
	Completion of Plastering		Payment remaining for this stage >>	£2,700.00
	Second Fixing		Payment remaining for this stage >>	£1,100.00
	Completion Works		Payment remaining for this stage >>	£1,806.32
	<b>Total</b>			
		<b>Total Payable</b>		
		<b>VAT @ 20.0%</b>		
		<b>Total Inc. VAT</b>		

# Work Schedule

The Work Schedule's order of work's is based on the information in the Payment Schedule. It arranges itself in the order of whatever work sections you have asked for payment for. It will give the start and finish dates based on the information from the Pricing Sheet and Summary.



Adjust hours worked per day>>
WORKS SCHEDULE
VIEW WORK SCHEDULE CHART
Save as PDF
Show payment due dates instead of week numbers

Summary of Work Schedule			
Total Days =	18 Days		Start Date
Total Weeks =	4 Weeks	Based on a 5 day week	Week 1
			Completion Date
			Week 3
		Please note that bad weather or additional works are not allowed for.	Adjust Start Date

Work Schedule Start & Completion Dates			
No Of Days	Start Work		Finish Works
10 Days	Demolition	Week 1	Demolition
1 Days	Walls	Week 2	Walls
1 Days	Walls	Week 2	Walls
3 Days	1st Fix Carpentry	Week 2	1st Fix Carpentry
3 Days	Plastering	Week 3	Plastering

Payment Schedule Summary					
(each phase is colour coded to match the table above)					
Payment	VAT	Total Including VAT	Payment Due	Start of Week	
Initial Payment			Due		
Groundworks	£2,300.00	£460.00	£2,760.00	Due	Week 2
Up to Joist Height	£400.00	£80.00	£480.00	Due	Week 3
Completion of Roof (water tight)	£300.00	£60.00	£360.00	Due	Week 3
Completion of Plastering	£1,200.00	£240.00	£1,440.00	Due	Week 4
Second Fixing	£100.00	£20.00	£120.00	Due	Week 4
Completion Works	£282.74	£56.55	£339.28	Due	Week 4

Here is the estimated time given to complete this job

Estimated time given to complete each work section along with start and finish dates

Information brought through from the Payment Schedule so that you can present both reports to the client in one document

Work Schedule

These start dates can be changed and length of time estimated can be changed...

If any of these days are unavailable to work on, you can add them to the holidays sheet and they will be removed from the work schedule

# Work Schedule

## Taking Holidays

There may be some days e.g. national holidays, that you may want to take out of the work schedule. To do that, go to the toolbar, choose Settings and then Holiday and mark any days you want to omit from the Work Schedule.



Type the name in the first box, then click on the date section and a calendar will pop up ready for your selection. These days will then be omitted from your Work Schedule.

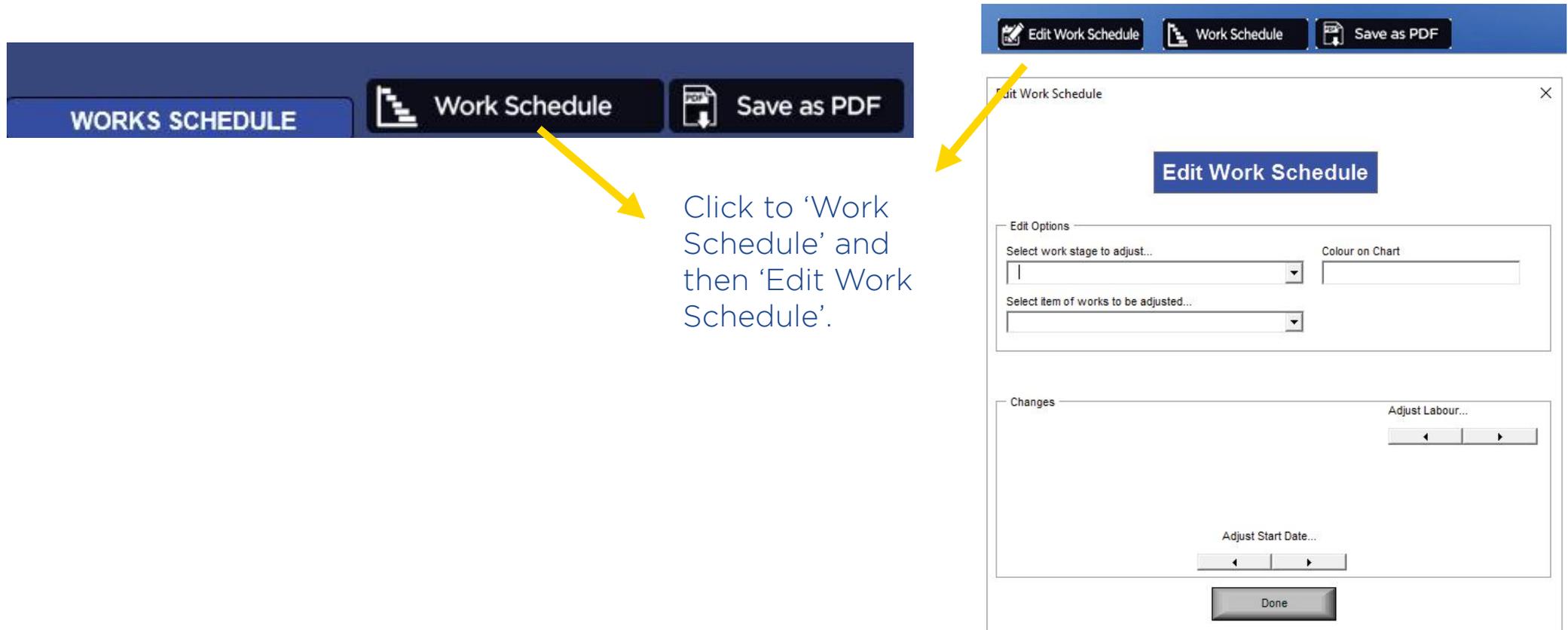
HOLIDAYS				
	Description		Date	
	Christmas Day	Holiday	25-Dec-13	Wednesday
	Christmas Day	Holiday	25-Dec-14	Thursday
	Christmas Day	Holiday	25-Dec-15	Friday
	Boxing Day	Holiday	26-Dec-13	Thursday
	Boxing Day	Holiday	26-Dec-14	Friday
	Boxing Day Substitute	Holiday	28-Dec-15	Monday
	Good Friday	Holiday	18-Apr-14	Friday
	Good Friday	Holiday	03-Apr-15	Friday
		Holiday		Saturday

# Work Schedule

## Editing the Work Schedule

The Work Schedule is already generated for you but you may want to take a look at how long the job is due to take and tweak a few things.

For example, you may want to edit the Work Schedule to make the job shorter. There are also instances where some work can be done at the same time as another bit of work so rather than having all jobs starting after the previous one has finished, you can change the start dates. This will in turn, make the job duration shorter. To edit the Work Schedule, click on the 'Work Schedule' button.



The image shows two screenshots of a software interface. The left screenshot shows a dark blue header with three buttons: 'WORKS SCHEDULE', 'Work Schedule' (with a staircase icon), and 'Save as PDF' (with a PDF icon). A yellow arrow points from the 'Work Schedule' button to the right. The right screenshot shows a dialog box titled 'Edit Work Schedule' with a close button (X) in the top right corner. The dialog box has a blue header with the text 'Edit Work Schedule'. Below the header, there are two sections: 'Edit Options' and 'Changes'. The 'Edit Options' section contains two dropdown menus: 'Select work stage to adjust...' and 'Select item of works to be adjusted...'. To the right of the first dropdown is a text input field labeled 'Colour on Chart'. The 'Changes' section contains two sets of navigation buttons: 'Adjust Labour...' with left and right arrows, and 'Adjust Start Date...' with left and right arrows. At the bottom of the dialog box is a 'Done' button. A yellow arrow points from the 'Edit Work Schedule' button in the top header of the dialog box to the left.

Click to 'Work Schedule' and then 'Edit Work Schedule'.

# Work Schedule

First, select the work stage you wish to adjust, as you can see from the screenshot. This will list titles taken from the payment schedule. By selecting one of these titles, you will then be asked to choose the work section from the work stage that you wish to adjust either the start date or the length of time the job takes.

Same titles taken from the payment schedule

In this example, we want to adjust the length of time given for underpinning

To adjust the length of time given for a job, simply click on the adjust labour arrows (highlighted in blue on the left screenshot). By adding another person on the job, this will then cut down the amount of work days given. To adjust the date of the job you can click on the arrows to bring the date forwards or backwards (highlighted in purple on the left screenshot).

# Work Schedule

By adding on extra people, the job has reduced from 34 days to 9. This doesn't affect the price of your quote for labour, this is purely to edit the work schedule to suit you and your client. You can repeat the process of adjusting people on a job and the start date on any sections you require until it suits you/your client.

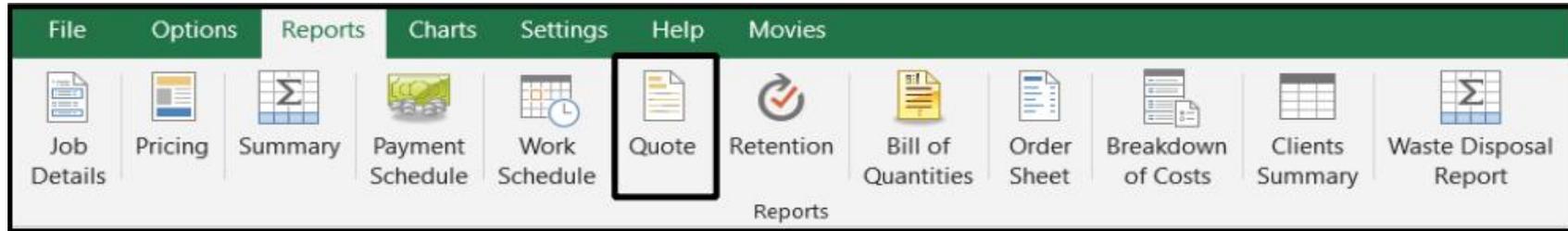


The screenshot shows a software interface for adjusting a job's work schedule. It features several controls:

- Changes** section: "No. of People on Job = 4" with an icon of four people.
- Adjust Labour...** button with left and right arrows.
- Duration =** section: Seven sun icons representing workdays, with "9 Workdays" displayed to the right.
- Adjust Start Date...** button with left and right arrows.
- Start Date...** field: 24/10/2014
- Finish Date...** field: 05/11/2014
- Done** button at the bottom.

## Written Quotation

The Written Quotation is the most important document you can provide to your client. Aviator Lite provides a professional looking quote that will include all relevant details from the Pricing Sheet for your client to look over and base their decision on.



The quote is designed for your client and therefore tries to use plain English rather than overload them with too many building terms that may confuse and delay them in making a decision, or worse, make them decide to go for someone else's quote. The program brings through the correct and relevant information from the Pricing Sheet and writes the quotation in a way that is easy to understand. Due to the complex nature of this task, we recommend you take a look at the grammar and proof read the text before sending the quotation to your client.

The default written quotation brings through information from the Client and Job Details page (e.g. their name, address details etc.), an introductory paragraph, information on works that will be carried out with illustrations and information regarding the Payment Schedule (this can be removed if not required).

However, you might like to add personal touches to the quote and there are several ways to do this.

# Written Quotation

## Quote Breakdown

When you click on the Edit Quote button, it will take you to the page where you can edit the cover letter, but you may also notice that there is a button to click to 'Go to Quote Breakdown'. If you click this button, the program will take you to a page where you can customise all the connectors that form the sentences for each module in the Quote.

Scroll down the page until you find the module you wish to edit (the module names are shown the in grey boxes).

The screenshot shows a web interface for editing a quote breakdown. At the top, there are three buttons: 'EDIT COVER LETTER', 'Go to Quote Breakdown' (highlighted with a yellow box and an arrow), and 'Go Back to Quote'. Below the buttons is a text area for the 'First Line Front Page' with the text: 'We are pleased to submit the following quotation as requested for works to be carried out on the following building works:'. Below this is a table with columns for Module ID, Module Name, Waste Disposal/Painting/Staining Lines, and 1st Part of Sentence. The table contains five rows of data, each representing a different module. The 'Module Name' column is highlighted in grey. The '1st Part of Sentence' column contains a table of connectors and text boxes. A yellow callout box points to the 'Go to Quote Breakdown' button and the table, stating: 'This may look a little confusing at first but it works in a logical way and allows you to change the connecting words that form sentences in the quote'. Another yellow callout box points to the table, stating: 'This may look a little confusing at first but it works in a logical way and allows you to change the connecting words that form sentences in the quote'.

Module ID	Module Name	Waste Disposal/Painting/Staining Lines	1st Part of Sentence
189	Dormer Gable Roof with Tile / Slate Finish To Walls	<input type="checkbox"/> Boxes to fill in <input type="checkbox"/> Information taken from Pricing Sheet <input type="checkbox"/> Headers	Row Col Info from Pricing Sheet
184	Dormer Hip Roof with Tile / Slate Finish To Walls	<input type="checkbox"/> Boxes to fill in <input type="checkbox"/> Information taken from Pricing Sheet <input type="checkbox"/> Headers	Row Col Info from Pricing Sheet Row Col Info from Pricing Sheet Row Col Info from Pricing Sheet
186	Dormer Gable Roof with Timber Board Finish To Walls	<input type="checkbox"/> Boxes to fill in <input type="checkbox"/> Information taken from Pricing Sheet <input type="checkbox"/> Headers	Row Col Info from Pricing Sheet Row Col Info from Pricing Sheet Row Col Info from Pricing Sheet
187	Dormer Gable Roof with Plaster/Render Walls	<input type="checkbox"/> Boxes to fill in <input type="checkbox"/> Information taken from Pricing Sheet <input type="checkbox"/> Headers	Row Col Info from Pricing Sheet Row Col Info from Pricing Sheet Row Col Info from Pricing Sheet
185	Dormer Hip Roof with Plaster/Render Walls	<input type="checkbox"/> Boxes to fill in <input type="checkbox"/> Information taken from Pricing Sheet <input type="checkbox"/> Headers	Row Col Info from Pricing Sheet Row Col Info from Pricing Sheet Row Col Info from Pricing Sheet

# Written Quotation

The first set of yellow boxes will be the text used if any decorating or waste disposal is required for the boxing. No waste disposal is required for this job so the first box is blank. There is decorating however, which is shown in the second two boxes. If you would like to edit the text, simply click in the yellow box and enter in the text you would like to be brought through.

The rest of the boxes works in the same way, the grey header will tell you which part of the sentence each of the works will appear in and you can edit the text in the yellow boxes as and when required. All of the yellow boxes are 'connectors' and will form a sentence, bringing in relevant information from the Pricing Sheet.

### Original text

Boxing		Row	Col	Info from Pricing Sheet	Row	Col	Info from Pricing Sheet	Row	Col	Info from Pricing Sheet	Row	Col
		1	7	0.2	2	7	2.3	3	7	0.2	6	4
Click Here to Preview Text	We have included painting for the boxing.	Start Text	Type in the below box your text	Connector	Type in the below box your text	Connector	Type in the below box your text	Connector	Type in the below box your text	Connector	Type in the below box your text	Connector
	We have included staining for the boxing.	allowed for	LM wide	X	LM high	x	LM deep	using				

### Amended text

Boxing		Row	Col	Info from Pricing Sheet	Row	Col	Info from Pricing Sheet	Row	Col	Info from Pricing Sheet	Row	Col
		1	7	0.2	2	7	2.3	3	7	0.2	6	4
Click Here to Preview Text	We have also allowed for decorating the boxing using paint.	Start Text	Type in the below box your text	Connector	Type in the below box your text	Connector	Type in the below box your text	Connector	Type in the below box your text	Connector	Type in the below box your text	Connector
	We have also allowed for decorating the boxing using stain.	allowed for	LM wide	X	LM high	x	LM deep	using				

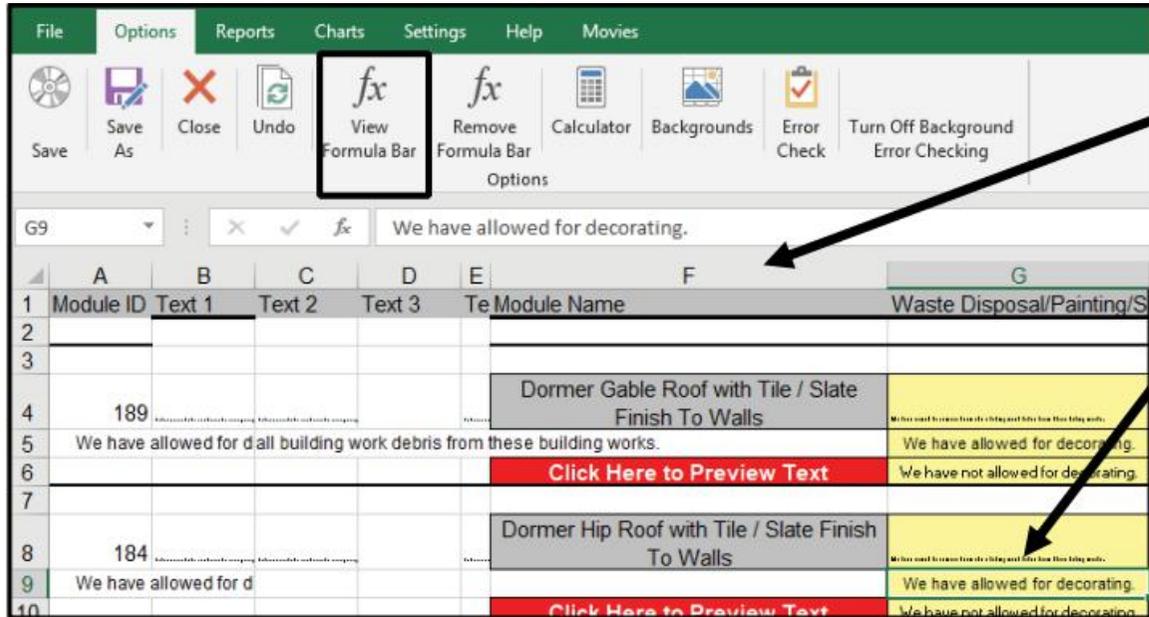
Module ID	Module Name	Waste Disposal/Painting/Staining Lines	1st Part of Sentence	2nd Part of Sentence	3rd Part of Sentence	4th Part of Sentence					
45	Boxing	<input type="checkbox"/> Boxes to fill in <input type="checkbox"/> Information taken from Pricing Sheet <input type="checkbox"/> Headers									
		Click Here to Preview Text	We have also allowed for decorating the boxing using stain.	allowed for	LM wide	X	LM high	x	LM deep	using	for cladd

Boxing		Row	Col	Info from Pricing Sheet	Row	Col	Info from Pricing Sheet	Row	Col	Info from Pricing Sheet	Row	Col
		1	7	0.2	2	7	2.3	3	7	0.2	6	4
Click Here to Preview Text	We have also allowed for decorating the boxing using stain.	allowed for	LM wide	X	LM high	x	LM deep	using				

Boxing		Row	Col	Info from Pricing Sheet	Row	Col	Info from Pricing Sheet	Row	Col	Info from Pricing Sheet	Row	Col
		1	7	0.2	2	7	2.3	3	7	0.2	6	4
Click Here to Preview Text	We have also allowed for decorating the boxing using stain.	allowed for	LM wide	X	LM high	x	LM deep	using				
				Info from Pricing Sheet	Row	Col	Info from Pricing Sheet	Row	Col	Info from Pricing Sheet	Row	Col
	Block and Beam			19	4	4	Block: 225mm Deep at 450mm Centre					
		Start Text	Type in the below box your text	Connector	Type in the below box your text	Connector	Type in the below box your text	Connector	Type in the below box your text	Connector	Type in the below box your text	Connector

There may be instances where you cannot see all of the text in the sentence, when you double click on the sentence the box 'opens up' and allows you to see the full sentence and in turn, you will be able to see the changes you are making. You can also view the information in the formula bar.

# Written Quotation



Click the 'View Formula Bar' in the options tab on the toolbar, then click on the text in the yellow box and you will be able to view it in the formula bar

Boxing		0.2	2	7	2.3	3	7	0.2	6	4	Plywood Exterior WBP (2.4x1.21M) 6mm
	We have also allowed for decorating the boxing using paint.	Type in the below box your text	Connector	Type in the below box your text	Connector	Type in the below box your text	Connector	Type in the below box your text	Connector	Type in the below box your text	
Click Here to Preview Text	We have also allowed for decorating the boxing using stain.	LM wide	X	LM high	x	LM deep	using				for cladding.

The text in the blue box shows you the information that will be brought through from the Pricing Sheet, these will usually be the important measurements and relevant materials that will be used. The text boxes below show the text that follows the text/information in the blue boxes.

It is a good idea to check the sentence any time you have made changes to text, to ensure it all makes sense in the context of the sentence. To preview the text, click on the red button.



## Written Quotation

Continue to do this for any of the modules you wish to edit. Once you are happy, click on the 'Edit front page' button, then click the 'Go Back to Quote' button'. You will be prompted to re-write the Quote, click yes and you will see the changes you have made have been brought through to the Quote.

Module ID	Module Name	Waste Disposal/Painting/Staining Lines.	Sentence	2nd Part of Sentence	3rd Part of Sentence	4th Part of Sentence	
		<input type="checkbox"/> Boxes to fill in <input type="checkbox"/> Information taken from Pricing Sheet <input type="checkbox"/> Headers					
		<input type="checkbox"/> We have included painting for the carport.	Type in the below box your text	Connector	Type in the below box your text	Connector	Type in the below box your text
		<input type="checkbox"/> We have included staining for the carport.	LM long	and	LM Wide	with	posts
			Info from Pricing Sheet	Row   Col	Info from Pricing Sheet	Row   Col	Info from Pricing Sheet
45	Boxing	<input type="checkbox"/> We have also allowed					
		<input type="checkbox"/> We have also allowed					
63	Block and Beam						

**EDIT COVER LETTER**    [Go to Quote Breakdown](#)    [Go Back to Quote](#)

First Line Front Page    We are pleased to submit the following quotation as requested for works to be carried out

Second Line Front Page    As you may already be aware, we have many years of experience in the building trade and so we are able to provide the best possible job satisfaction for our customers.

**Boxing:**  
 We have allowed for boxing 0.35 LM wide X 2.4 LM high x 0.35 LM deep using Plywood Exterior WBP (2.4x1.2LM) 6mm for cladding.  
 We have also allowed for decorating the boxing using paint.

**Write Quote Help**

You've made changes since the Quote was last generated, by clicking the "Yes" button below you will ensure the program brings through the very latest information through to the Quote.

Please note: if you click "Yes", any changes you previously made to the Quote will be overwritten.

Would you like to update the Quote?

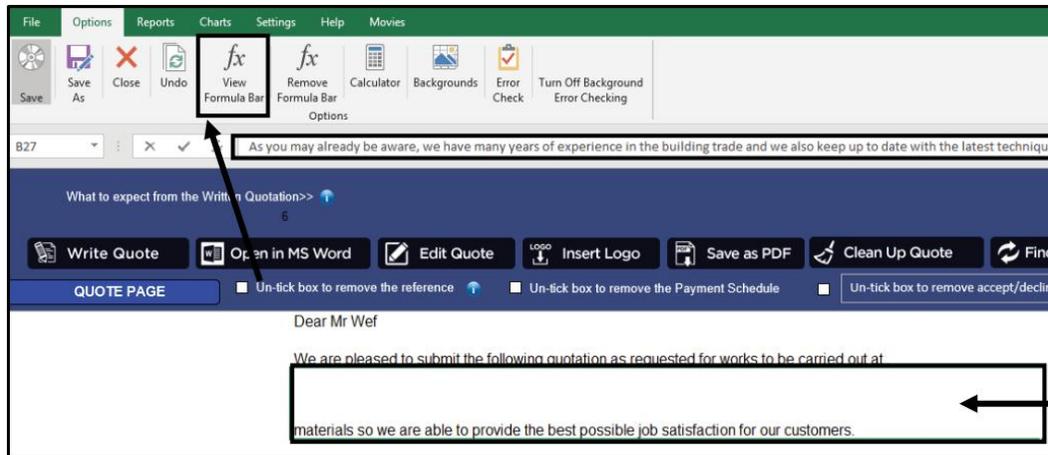
  



## Written Quotation

### View Formula Bar

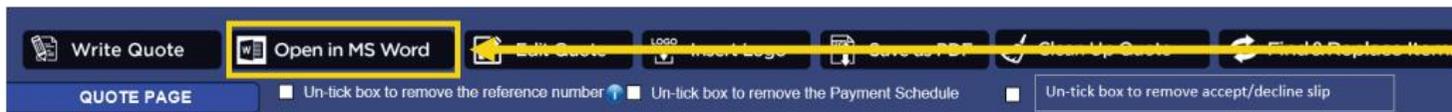
You can also edit the text in the quotation using the formula bar. To do this, click on the button 'View Formula Bar' (located in the Options tab on the toolbar).



Click on the text you want to change in the quote, and it will appear in the formula bar. You can type in the formula bar and edit the text as you wish

### Exporting to Microsoft Word

**Important:** We recommend this option only once you have fully completed your quotation (e.g. you do not plan to make any more changes before sending it to the client). This is because MS Word cannot re-write the quotation to include any amendments you have made in the program (whereas the program will prompt you to 're-write the quote' when you revisit the Quote page). We have included this feature to export to Word as many people find it easier to work in Word when they want to change their font, size of text etc. This is all done as you usually would edit text within a Word document.



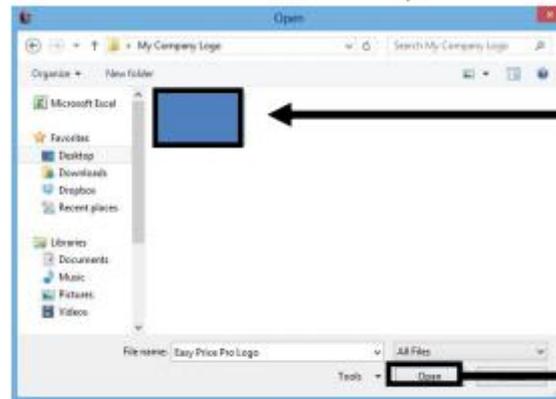
Click 'Open in MS Word' and the program will open a word document with your quote in it along your taskbar.

## Written Quotation

**Please note:** when exporting a quote to MS Word, unfortunately the images from the program (e.g. your logo, if you have inserted one) will not export with the text. This is because Word does not put the images in the correct place and the formatting would essentially be lost. Once in Microsoft Word, you are able to edit the document as you would any other Word document. Do not forget to save any changes you have made before closing the Word document down. It will be saved in your Build Aviator clients folder under the client's name.

### Inserting Your Company Logo

You can add your company logo onto the quote by using the 'Insert Logo' button. If you use this feature, please ensure your logo is a picture (e.g. JPEG or PNG) – you cannot insert your letter headed paper.



You will be prompted to browse your computer for the picture file you wish to insert into the program, navigate yourself to the folder (in this example, the file is in a folder called 'My Company Logo'). Click on the image, then choose 'Open'.

If your chosen image is too large, as shown in the below example, you can resize it by clicking on it and dragging the corners in and adjusting it to your preferred size.

# Written Quotation

## Clean Up Quote and Find and Find & Replace

You will notice there is a button on the Quote page called 'Clean Up Quote', this feature allows you to quickly and easily remove certain words from the Written Quotation.

When you click the Clean Up Quote button it will load a form, simply enter the words you wish to remove and the program will sweep through the quote and remove them. For more information on this feature, click on the blue 'i' icon on the form when in the program.

Similarly, there might be some words you may wish to replace with alternative words rather than going through the quote manually and changing them individually, you can click on the Find and Replace Items button and you will see this form. Click on the blue 'i' icon on the form when in the program for more information on this feature.

## Other Features in the Quote Page

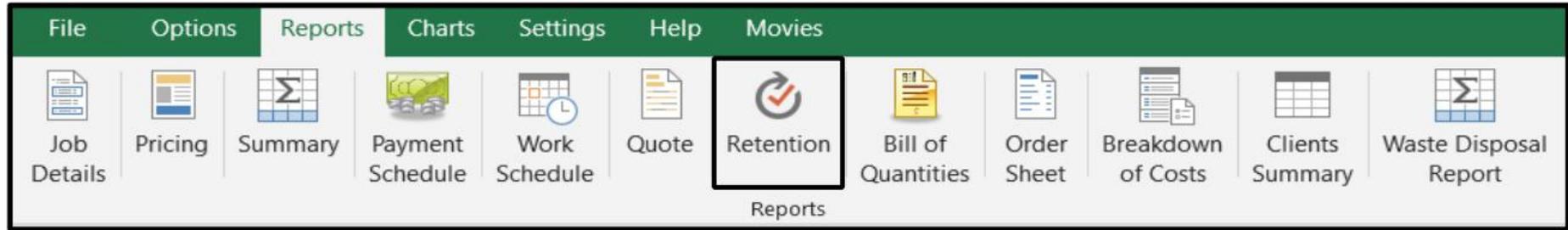
You might also have noticed the options underneath the buttons on the Quote Page. These are tick boxes giving you additional options, e.g. remove the reference number brought through from the Job Details page and remove the Payment Schedule information if it is not required.

The information icon at the end will give you more information on what to expect from the Quote and explains how to program prices together the information to form sentences rather than simply producing a list of materials used in each section of works allowed.

# Retention

## Snagging Period

The retention page is quite simple, it is where you can take a percentage of money from each stage payment for the client to 'hold back' until the snagging period is finished.



If you are unfamiliar with the term 'snagging period', it is often called a defects period. Essentially it is a way to give your client extra peace of mind that you intend to do all the work to a satisfactory standard. A snagging period is the time after the job where the client can observe the work that has been done and make any notes or points that they wish to be re-looked at. For example, part of the skirting may have been cracked or a socket cover may have not been fitted; this can be noted by the client and you will need to arrange any points to be rectified before receiving any money 'held back' by the client.

# Retention

If your client has requested a snagging or defects period use this page and follow the information below to allow for a retention.

**If you have agreed to hold a retention, this can be deducted off each stage payment or the final payment**

If deducting from each stage  Stage Payment Deducted

1	Stage Payment Deducted	
2	Stage Payment Deducted	
3	Stage Payment Deducted	
4	Stage Payment Deducted	
5	Stage Payment Deducted	
6	Stage Payment Deducted	

If deducting from last payment  Total Deducted

To deduct a percentage from all stage payments, enter the number here

To deduct a percentage from the last payment only, enter the number here

The program will work out the retention amount for you, based on the information you've entered into the yellow boxes

This information is brought through into the Written Quotation, with the payment schedule.

Remember you can amend the written quote; its default is set to say 6 months after completion of the contract but you can amend that to whatever you have agreed with the client.

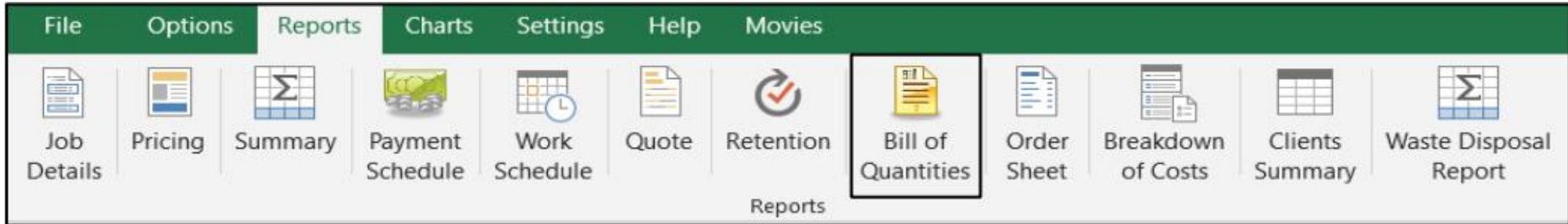
Payment Schedule including Retention

1st Payment	Initial Payment	£0.00
2nd Payment	Groundworks	£7,600.00
3rd Payment	Up to Joist Height	£3,100.00
4th Payment	Completion of Roof (water tight)	£2,100.00
5th Payment	Completion of Plastering	£17,200.00
6th Payment	Second Fixing	£11,600.00
7th Payment	Completion Works	£5,791.90

The above prices are exclusive of VAT @ 20.0%  
Retention Held Inc. Vat £2085.08  
This is to be paid 6 months after completion of the contract.

## Bill of Quantities

The Bill of Quantities (BOQ) is automatically generated from the information in your Pricing Sheet and Summary.



Once the BOQ has been generated, you can choose whether to include profit and overheads and to hide labour hours.

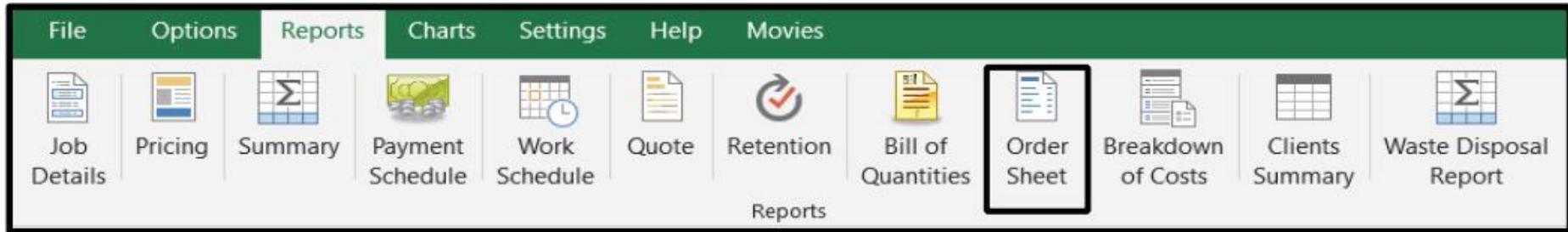
The screenshot shows the 'BILL OF QUANTITIES' report interface. At the top, there are buttons for 'Save as PDF' and 'Open in MS Excel'. Below these are two checkboxes: 'Include Profits and Overheads' and 'Hide Hours'. The main part of the interface is a table with the following data:

Alterations	Quantity	Unit Type	Description	Plant	Material	Labour	Hours	Total Cost
SBBF2550	76	MT	Sawn Batten Graded BS5534 Treated Blue *Premium* FSC. 25.0 x 50mm		£97.28	£30.90	1.65	£128.18
FNPFY026	1	EA	Extra Heavy Duty ECO Temporary Protective Sheeting 4 x 25m .. RS054420		£42.86	£15.12	0.81	£57.98
	1	Day	Create Opening			£121.88	6.50	£121.88
	0.14	No	Stone Saw Petrol (12")	£28.50				£28.50
			Diamond Disc (12")	£10.92				£10.92
	2	Day	Shoring Prop 1 - 1.75 - 3.12m	£14.00		£18.76	1.00	£32.76
LNSTR015	1	EA	STRESSLINE Prestressed Concrete Lintel 100 x 65 x 1800mm		£14.90	£26.25	1.40	£41.15
	2	No	1 Yard Bag	£72.00		£24.00	1.28	£96.00
				£125.42	£155.04	£236.91	12.63	£517.37

On the right side of the interface, there is a vertical label 'Bill of Quantities'.

## Material Order Sheet

The Order Sheet gives you a list of all materials and quantities required for the job, this is useful for your own records as you can use it to get quotes from suppliers as well as keep for your own project management purposes.



The program will automatically regenerate the report, grouping all material types together, this is useful if you are sending the Order Sheet to your supplier for prices (you can print the report with or without prices associated to each material item).

MATERIAL ORDER		Save as PDF		DESCRIPTION	PRODUCT CODE	QUANTITY	UNIT	COST PER UNIT	TOTAL
<b>Aggregates</b>									
JEWSON Granite 6mm - Dust	Single Trip Large Bulk Bag	AGSTB010	1	EA	£75.29	£75.29			
<b>Beams</b>									
Universal Beam 356 X 171 X 45KG S275JR White Per LM			3	LM	£48.27	£144.81			
<b>Blocks</b>									
SUPREME Concrete Padstone	215 x 140 x 102mm PAD01	JE125545	3	EA	£9.73	£29.19			

## Breakdown of Costs

The Breakdown of Costs report looks at the information from the Pricing Sheet and gives the total cost for plant, material and labour for each section of works (e.g. demolition, 1st fix carpentry and so on).

BREAKDOWN OF COSTS		Save as PDF	
2nd Fix Carpentry			
Kitchen			
Artexing			
Fixings			
Floor and Wall Tiling			
Decorating			
Finishes			
Drainage completion			
Pathway			
Driveway completion		£251.28	£251.28
Drive/ Personal Gates			
Fencing			
Landscaping			
Carport			
P. C. Sums			
Decking			
<b>Totals</b>		<b>£251.28</b>	<b>£251.28</b>
Note: The breakdown of costs totals may show a different figure to the main summary sheet totals, see below for details.			
The summary sheet totals >>		£251.28	£251.28
The difference >>			
Why is there a variation from breakdown of costs totals to the summary sheet totals? >> <a href="#">i</a>			

Similar to the BOQ, if you notice that your totals are slightly different to the totals on the Summary Page, as the message highlights, this will be down to some jobs not having a section of works associated to it on the Pricing Sheet. If you notice differences on the Summary of the Breakdown of Costs page, click on the blue info icon for more information on why there is a difference.

Note: The breakdown of costs totals may show a different figure to the main summary sheet totals, see below for details.					
The summary sheet totals >>	£642.22	£5,660.90	£8,906.92	561.81	£15,210.04
The difference >>			-£3.30		-£33.36
Why is there a variation from breakdown of costs totals to the summary sheet totals? >> <a href="#">i</a>					

# Adding Duplicate Modules

## What are duplicate modules?

This is when you add the same module in to the Pricing Sheet multiple times. If you are adding more than one of the same modules, you will need to ensure that you change the name of any duplicate modules in order for the other reports in the program to work properly (e.g. the Quote and Summary pages).

In the below example, there has been multiple P.C Sum modules added to the Pricing Sheet, when you try and go to the Summary Page, the program will notify you that we cannot go to the report until the module names have been changed.

The screenshot shows a software interface with three identical 'P.C. Sums' modules listed. Each module has a 'View Movie' button. A dialog box titled 'Duplicate Modules In Pricing Sheet' is open, displaying an error message. The dialog box contains the following text:

Sorry but we have to stop you from moving on from your Pricing Sheet.

The reason is, you have duplicated a job module in your Pricing Sheet. This means that a module has exactly the same name as another and for the program to process all the modules in your reports, each job module must have a different identity. This can be simply a number after the name if you wish.

We have identified the duplicated job modules to help you and you can click on one of these in the list. This will take you to that job module where you can change the name.

The list shows three entries: P.C. Sums, P.C. Sums, and P.C. Sums.

When you have made a change please click the 'Update Duplicate List' button and this will check again for duplicates.

Buttons: Update Duplicate List, Exit

The screenshot also shows a mouse cursor pointing to the 'P.C. Sums - Plumbing Work' module title, indicating that it can be renamed.

You simply need to rename the P.C. Sums modules by clicking on the title and changing the name.

## Adding Duplicate Modules

Once you have changed the names for any duplicate modules, you will be able to go to other sections of the program e.g. Summary or Written Quotation.

You can see the names for each module have been brought through onto these reports.

Summary		Written Quotation	
Roof Tiling / Covering	Plant= £279.00 Material= £922.39 Labour= £458.43 Total= £1,659.82 Hours: 24.56	1 Foundation (Manual Excavation): We have allowed for a foundation of 79 LM long by 0.2 LM wide and 0.5 LM deep excavation with concrete depth of 0.2 LM. We have included waste disposal for the excavated soils.	5 P.C. Sums - Kitchen: We have allowed for a PC Sum of £ 1700 for P.C. Sums - Kitchen 6 P.C. Sums - Electrical Work: We have allowed for a PC Sum of £ 700 for P.C. Sums - Electrical Work 7 P.C. Sums - Plumbing Work: We have allowed for a PC Sum of £ 1200 for P.C. Sums - Plumbing Work
P.C. Sums - Kitchen	Plant= Material= £1,200.00 labour= £240.00 Total= £1,440.00 Hours: 20	2 Wall (brick/block): We have allowed for a wall 56 LM long and 2.4 LM high with openings of 0 M2 using 134.4 M2 of Leicester Red (BSTOCK) for the external leaf and 134.4 M2 of Lightweight Block 100mm for the internal leaf.	
P.C. Sums - Electrical Work	Plant= Material= £400.00 labour= £130.50 Total= £530.50 Hours: 6	3 Roof Structure: We have allowed for an Apex Roof at a 45 degree pitch with Rafters set at 0.6 LM centres using Sawn 47 x 150mm Carcassing C16/C24 DryGraded Softwood. We have included insulation for the roof structure.	
P.C. Sums - Plumbing Work	Plant= Material= £800.00 labour= 174 Total= £974.00 Hours: 8	4 Roof Tiling / Covering: We have allowed for covering a roof area of 25 M2 with Tile Redland Rosemary Classic Red 80 Smooth Finish. We have also allowed 1 LM for the hips, 1 LM for the valleys, 1 LM for the ridge and 1 LM for the verges.	

**Tip:** You can change the names of any module. It does not have to be just for duplicate modules in the Pricing Sheet. Use the above method of renaming on modules in the Pricing Sheet as and when required.

## Removing Modules from the Pricing Sheet

If you would like to remove a module from the Pricing Sheet, simply click on the name of the module you would like to remove, then click the 'Remove Module' button.

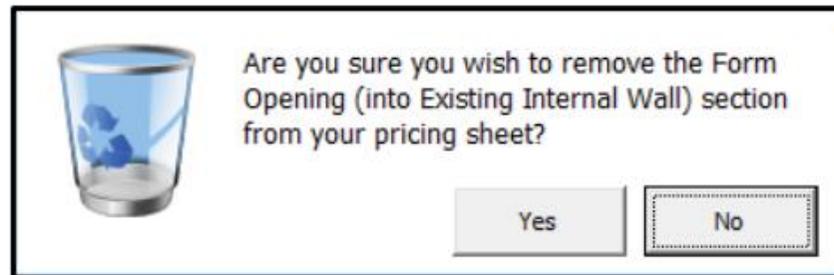
Aviator Lite Estimating Sheet

Buttons: Written Estimate, Labour Rates, Generate Reports, Adjust Markups, New Entry Settings, Remove Module, Hide/Show Header, Save as PDF

DESCRIPTION	UNIT	QTY	TYPE	PLANT	MAT	HRS.	LABOUR	TOTALS	TRADE	WORK SECTION
Beam (incl. Pad Stones & Cladding)								6.00% << Wastage		
Pad Stone	Material	Blocks	SUPREME Concrete Padstone ..... 215 x 140 x 102mm PAD01					£9.73	EA	Bricklayer Walls
Sand	Material	Aggregates	JEWSON Building Sand ..... Handy Bag					£2.36	EA	Bricklayer Walls
Cement	Material	Cements	BLUE CIRCLE Mastercrete ..... 25kg Bag					£5.11	EA	Bricklayer Walls
Beam	Material	Beams	Universal Beam 356 X 171 X 45KG S275JR White Per LM					£48.27	LM	Bricklayer Walls
Prefabrication to Above Beams										Walls
Delivery and Collection to Above Beams										Walls
Web Noggins	Material	Timber_Sawn	Kiln Dried C16 Regularised Joist ..... "Standard" FSC. 47.0 x 100mm					£1.61	MT	Carpenter 1st Fix Carpentry
Timber Runners	Material	Timber_Sawn	Kiln Dried -> Regularised ..... "Standard" FSC. 47.0 x 75mm					£1.42	MT	Carpenter 1st Fix Carpentry
1st Layer of Plaster Board	Material	Plasterboard	GYPROC Fireline ..... Square Edge 1200 x 2400 x 12.5mm					£11.10	SH	Carpenter 1st Fix Carpentry
2nd Layer of Plaster Board	Material	Plasterboard	GYPROC Fireline ..... Square Edge 1200 x 2400 x 12.5mm					£11.10	SH	Carpenter 1st Fix Carpentry
Skim Bead	Material	Plastering_Materials	SIMPSON Thincoat Angle Bead Galvanised --- 25mm x 3.0m TCB3004					£1.66	EA	Plasterer Plastering
Stop Bead	Material	Plastering_Materials	SIMPSON Perforated Stopbead Galvanised --- 3mm x 2.4m PSB0324					£3.78	EA	Plasterer Plastering

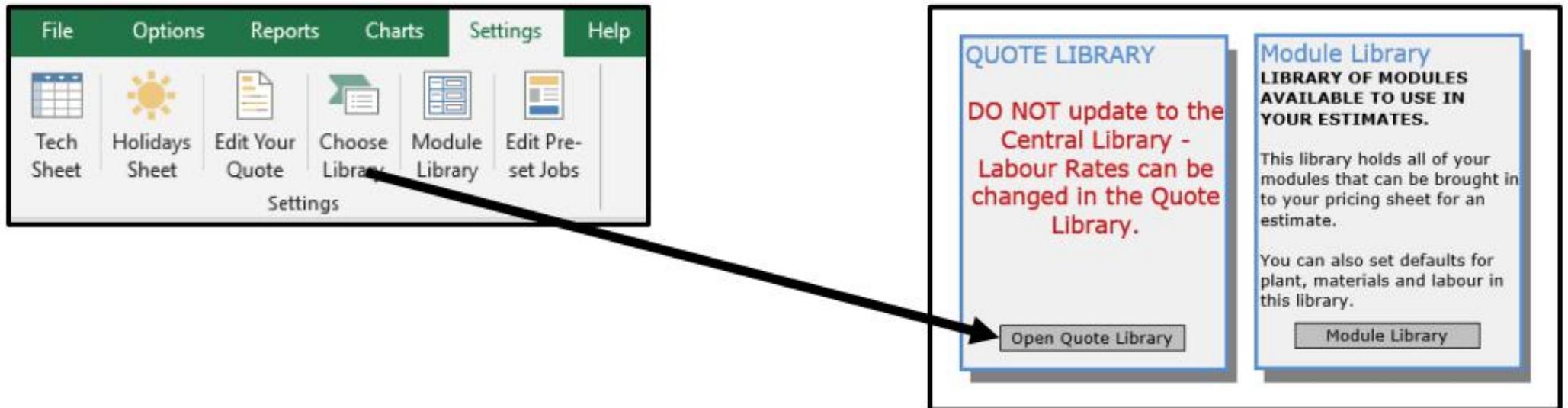
Click on the name of the module in the Pricing Sheet (e.g. Tank Stand) then click the Remove Module button.

You will be asked to confirm whether you want to delete the module from your Pricing Sheet, click 'Yes' and the module will be removed. Click 'No' and you will return to the Pricing Sheet.



## Quote Library Information

The Quote Library is the library of material, plant and labour descriptions and prices specific to the quote you are working on.



Click Settings and 'Choose your library' and then 'Quote Library'.

## Quote Library Information

- 1. Library Navigation** – These three dropdown menus allow you to navigate to various subcategories/items in the materials, plant and labour sections of the Quote Library.
- 2. Add a New Item** – This is where you are able to add new items to the section of the library you are in e.g. Aggregates. Use the items we already have in the library as a guide to entering your own information e.g. description, delivery size, number, unit type etc.
- 3. Description Column** – This is where you can view the description of the item, trade or task.
- 4. Size, Unit, Quantity Columns** – This is where you can view the size, unit, quantity etc of the described item. The contents will vary in each subcategory; please refer to the column title if you are unsure.
- 5. Latest Price Column** – This holds the latest price for the item or trades person based on the description, size, unit type etc information. Please note VAT is not included in the latest prices.
- 6. Date When Last Updated Column** – This shows the date that the price for the item was last changed. This is updated automatically when you change the price.
- 7. Update Button** – When you've made changes in your Quote Library, always remember to press the Update button.

### Editing Items in the Quote Library

To edit an existing item in the Quote Library, simply double click on the information you want to change e.g. the description and make your changes. Similarly, if you want to change the price just double click on the price and amend it to your liking.

## Quote Library Information

### Adding New Items to the Quote Library

To add a new item, navigate your way to the relevant section where you would like to add the item e.g. blocks. You will see a red line where you are able to add your new item.

Blocks	Number	Unit Type	Latest Merch Price	Date When Last Updated
<b>EXISTING ENTRIES</b>				
Aerated Block 440x215x100mm	1	M2	£18.28	3-Oct-13
Aerated Block 440x215x140mm	1	M2	£18.08	3-Oct-13
Aerated Block 440x215x150mm	1	M2	£22.39	3-Oct-13
Aerated Block 440x215x275mm	1	M2	£50.20	3-Oct-13

Simply type in your item description, the number, the unit type and price.

Choose the selection you wish to modify or add to.

Plant: 
Material: 
Labour:

QUOTE LIBRARY
Update

To add a new Item ↑

Kitchen Units / worktop	Size mm	Number	Unit Type	Latest Prices	Date When Last Updated	Company	Product Code	Link	Time per Unit
<b>EXISTING ENTRIES</b>									
Allowance for Stretcher Plates 10pk £2		10	No	£2.00					
Allowance for 400mm Base Unit £40	400	1	No	£40.00	15-Oct-14	Allowance			
Allowance for 600 mm Base Unit £60	600	1	No	£60.00	15-Oct-14	Allowance			
Allowance for 1000 mm Base Unit £100	1000	1	No	£100.00	15-Oct-14	Allowance			

**Tip:** Use the existing items in the Quote library as a guide to entering your own.

Once you have clicked the Update button, your new material will appear in the list, leaving you with the option to add more items. **Please note: The only sections you cannot add to are the Windows and Doors.**

## Quote Library Information

Blocks	Number	Unit Type	Latest Merch Price	Date When Last Updated
<b>EXISTING ENTRIES</b>				
Example Block Description Goes Here	1	M2	£21.65	3-Oct-13
Aerated Block 440x215x100mm	1	M2	£18.28	3-Oct-13
Aerated Block 440x215x140mm	1	M2	£18.08	3-Oct-13
Aerated Block 440x215x150mm	1	M2	£22.39	3-Oct-13
Aerated Block 440x215x275mm	1	M2	£50.20	3-Oct-13
Aerated Block 620x215x100mm	1	M2	£12.53	3-Oct-13

**Tip:** It is important to note any changes made in the Quote Library will only affect the quote you are working on at the time.

The screenshot shows the 'QUOTE LIBRARY' interface. At the top, there are dropdown menus for 'MATERIAL', 'PLANT', and 'LABOUR'. Below these is a table with columns for 'Aggregates', 'Delivery Size (Metric Tonnes)', 'Number', 'Unit Type', 'Latest Prices', and 'Date When Updated'. A 3D character is pointing to the 'EXISTING ENTRIES' section of the table.

Aggregates	Delivery Size (Metric Tonnes)	Number	Unit Type	Latest Prices	Date When Updated
<b>EXISTING ENTRIES</b>					
Ballast (10 ton loads)	10	1	Ton	£24.77	4-Feb-13
Ballast (20 ton loads)	20	1	Ton	£22.59	4-Feb-13
Ballast (5 ton loads)	5	1	Ton	£27.62	29-Sep-13
Ballast 1 ton bags	1	1	Bag	£32.58	7-Jan-13
Ballast 25kg bags	0.025	1	Bag	£1.63	7-Jan-13
Black Macadam Resurfacing 25kg Bag	0.025	1	Bag	£6.24	7-Jan-13
Cement Fence Post Hanson Prefix 20kg Bag	0.02	1	Bag	£7.46	7-Jan-13
Cemex M12 Mix	1	1	M2	£43.13	7-Jan-13

## Saving a Quote

When you are working through your quote, it is recommended to save your work at regular intervals to ensure you do not lose any work if the worst happens (e.g. Computer crashes or internet disconnects). If you are unsure how to save your work, follow the instructions below.

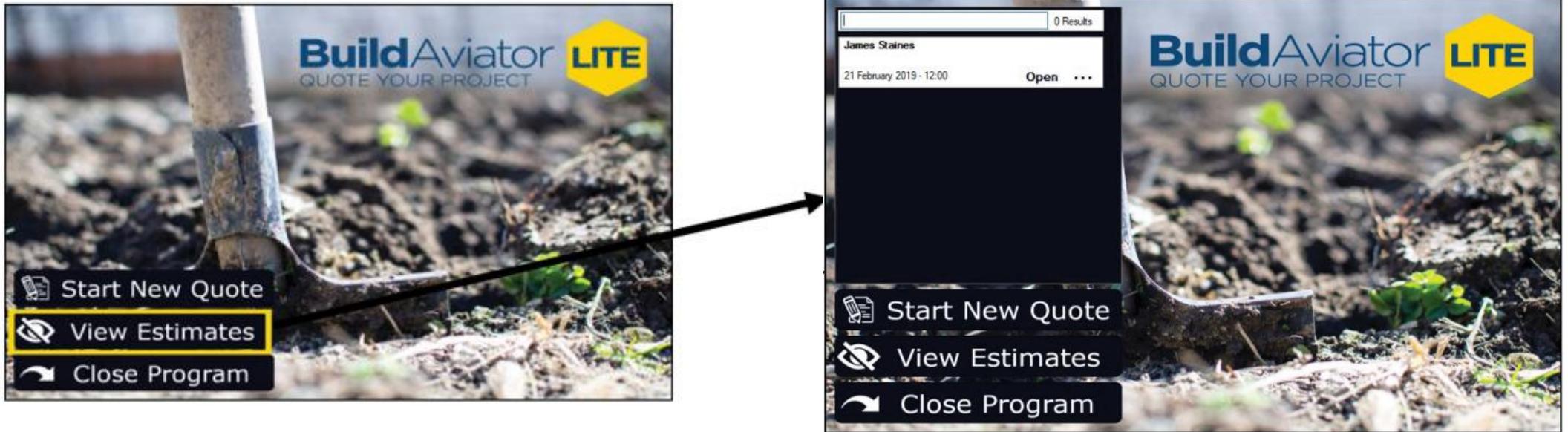


When you close the program, you will also be prompted to save.

You can also choose 'Save As', this option will allow you to save the quote you are working on to elsewhere on your computer e.g. My Documents or Desktop. This option will also allow you to rename the file.

**Tip:** All quotes are saved into your clients folder by default. If you choose 'Save As' then the below way of finding your saved files will not necessarily apply.

## Finding Saved Quotes



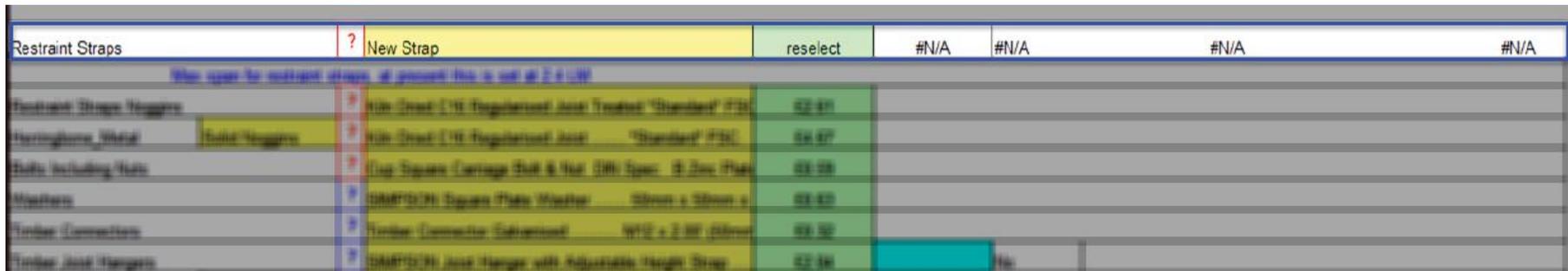
You can find saved quotes by loading the program menu, then selecting 'View Estimates'. There is also a search bar to find quotes faster.

Once you have double clicked on the file it will start to load, it will open on the last page you saved it on and you can navigate to the various sections as usual, using the toolbar at the top of the program.

## Common User Errors

If you come across errors such as #VALUE!, #N/A (or reselect), #NUM (or Minus Figures), #DIV/0 or ####'s in your Pricing Sheet where it is supposed to have brought through a total or a number, please read through the below information.

### #N/A (or reselect)



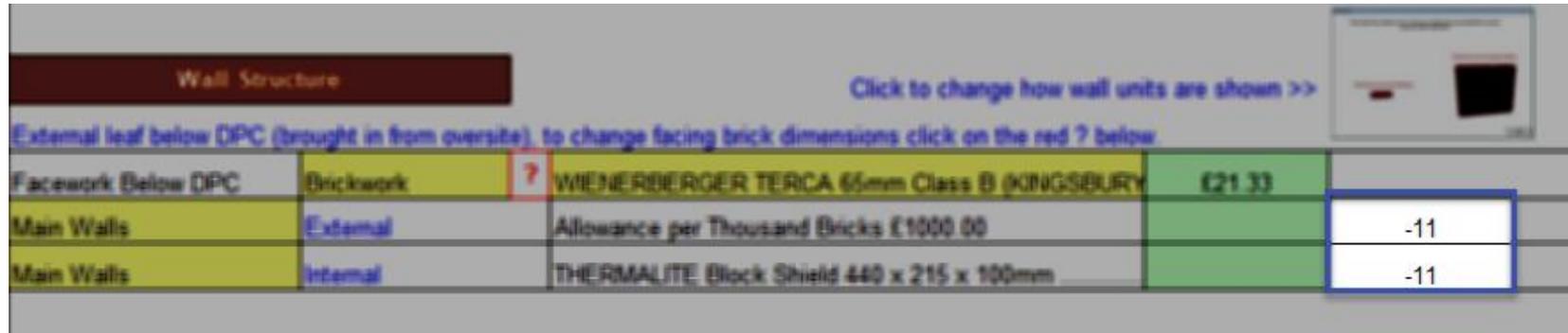
Restraint Straps	? New Strap	reselect	#N/A	#N/A	#N/A	#N/A
When open for restraint straps, all prices will be set at 2.00						
Restraint Straps Hangers	4000	1/4" Steel L16 Regularwood Joint Treat: "Standard" F30	02.47			
Herringtons Metal	1000	1/4" Steel L16 Regularwood Joint "Standard" F30	04.97			
Bolts including nuts	1000	1/4" Square Carriage Bolt & Nut (30k Spec. 8.2oz) F30	03.28			
Washers	1000	3/8" x 1/4" Square Plate Washer 30k x 30k x 1/4"	03.43			
Timber Connectors	1000	Timber Connector Galvanized W12 x 2.00 (30k)	03.32			
Timber Joint Hangers	1000	3/8" x 1/4" Joint Hanger with Adjustable Height Strap	02.36			

**Cause:** This happens when an item can't match the Quote Library to the Pricing Sheet. The program looks at the material/labour description in the program and matches it to the material/labour/plant description in the Quote Library in order to bring through the correct price. If the item description in the Pricing Sheet is even slightly different to the description in the Quote Library, the program is unable to match it and therefore cannot bring a price through - causing the not available (#N/A) error.

**Solution:** This can happen if you have altered the material/library/plant description in the Pricing Sheet - you need to 'reselect' the item from the yellow dropdown box in the Pricing Sheet and the price will be brought through.

## Common User Errors

### #NUM (or Minus Figures)



The screenshot shows a software interface for wall structure calculation. At the top, there is a dark red header with the text "Wall Structure" and a link "Click to change how wall units are shown >>". Below this, a blue text instruction reads: "External leaf below DPC (brought in from oversite), to change facing brick dimensions click on the red ? below". The main content is a table with the following data:

Facework Below DPC	Brickwork	?	WIENERBERGER TERCA 65mm Class B (KINGSBURY)	£21.33	
Main Walls	External		Allowance per Thousand Bricks £1000.00		-11
Main Walls	Internal		THERMALITE Block Shield 440 x 215 x 100mm		-11

**Cause:** This is usually when a negative figure has been calculated, this can happen in areas of the program where a number has been entered incorrectly and the program makes deductions based on the figures entered (e.g. when you enter information into the Windows Section, it deducts sand, cement etc from the Walls section because they are no longer required). So if you have entered in too many windows for the length and height of walls, then you will see a minus figure.

**Solution:** It is best to go through and check these sections to make sure everything has been entered correctly or that you have not missed any required numbers.

## Common User Errors

### #DIV/0

Damp Proof Course (DPC)							
DPC External Walls	?			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
DPC Internal Walls	?	VISQUEEN Brickgrip Polythene DPC Black Embossed	£3.70				
DPC Single External Walls	?	VISQUEEN Brickgrip Polythene DPC Black Embossed	£3.70				
DPC Plinth External Walls	?	VISQUEEN Brickgrip Polythene DPC Black Embossed	£3.70				

**Cause:** This can be caused by a complex calculation trying to divide itself by nothing (divide by 0 = #DIV/0), there will be an error where a 0 figure has been calculated where there should have been a number. It can also happen when you delete a material/plant or labour description which is what happened in the above example.

**Solution:** Check that you have not missed any required numbers or that the numbers you have entered are correct, or select a description from the material/plant or labour dropdown if one has been removed.

## Common User Errors

### ####'s



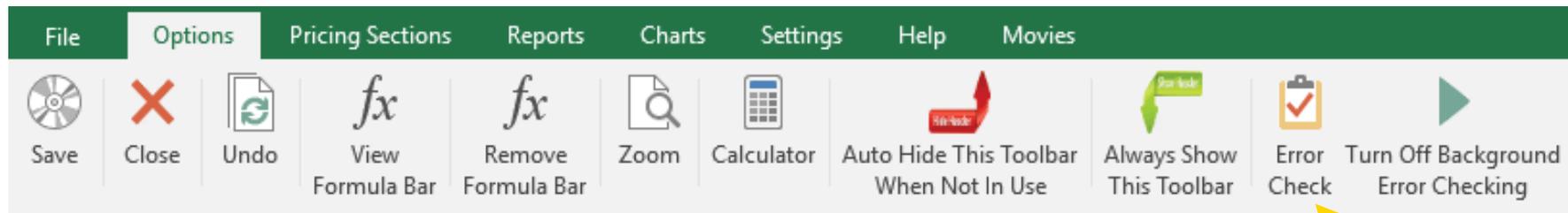
The screenshot shows a software interface with a table. The table has columns for 'Plant', 'Mat', 'Hrs', and 'Labour'. The 'TOTALS' row contains hash characters (#####) in the first and last columns, indicating that the numbers are too large to fit in the boxes. The 'TOTAL' value is £26,245,537.15.

	Plant	Mat	Hrs	Labour	
TOTALS =	#####	£26,008.40	1000028.0	#####	TOTAL= £26,245,537.15

**Cause:** If you are getting hash figures where numbers or totals should be then it is because the number is too large to fit in the box. It is uncommon for a number not to fit in the box.

**Solution:** Check the information you have entered in that section to make sure you have not entered an unusually large quantity or measurement to cause such a large number in the totals section.

**Tip:** If you want to make sure that none of these errors are present in your quotation, go to the options tabs and use the 'Error Check' feature.



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# Contact us.

Visit the Build Aviator website [www.buildaviator.co.uk](http://www.buildaviator.co.uk)

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Build Aviator  
First Floor, Ross House  
Kempson Way  
Bury St Edmunds  
IP32 7AR

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Call us:  
Tel: 03333 321518

Email us:  
[estimates@buildaviator.co.uk](mailto:estimates@buildaviator.co.uk)