

CHECKLIST | FREE RESOURCE

Construction Project Margin Leak Checklist

Who it is for	Owners, estimators and project managers at specialty contractors
What you will get	Spot the points in a job where margin usually leaks, from the quote to the final invoice.
Time needed	About 25 minutes

Most jobs do not lose money in one big mistake. They lose it in small gaps between the quote, the orders, the crew and the invoice. Use this checklist on your last two or three jobs. Every unticked item is a place where margin can leak.

Before the quote

- ☐ Material prices are checked against current supplier prices on the day of the quote.
- ☐ The quote shows labour, materials, equipment, subcontractors and overhead separately.
- ☐ Long lead times are covered by a price-change clause or contingency.
- ☐ The quote states how long the prices are valid.
- ☐ The quote says clearly what is not included.

Between award and start

- ☐ Final material prices are confirmed before the first order.
- ☐ Subcontractor quotes match the scope in your quote.
- ☐ Change orders are written, priced and signed before the work happens.
- ☐ Permit, inspection and disposal costs are in the job budget.

During the job

- ☐ Labour hours are entered against the job every day or week, not at month-end.
- ☐ Purchase orders are tied to a job number.
- ☐ Waste and returns are recorded.
- ☐ Rework is recorded with a reason.
- ☐ Someone compares actual cost with budget at least weekly on active jobs.

Closing out

- ☐ The final invoice goes out soon after the work is finished.
- ☐ Holdbacks are tracked with release dates.
- ☐ Warranty and callback costs are charged back to the job.
- ☐ A short review notes what to change in the next quote.

How to read your score

Count your ticks and find your range.

0 to 6 ticks	Margin is probably leaking in several places. Start with the first unticked item in 'Before the quote'.
7 to 13 ticks	You have good habits in places. Look at which stage has the most unticked items and fix that stage first.
14 to 18 ticks	Your process is solid. The next step is usually to make the checks automatic, so they do not depend on memory.

Next step

Need help putting this into practice? Talk to NEXORA about connecting your quotes, supplier prices and job costs.

Talk to NEXORA: growth@nexorayyc.io | nexorayyc.io/contact

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