Garden room quote checklist

Fill in one column per company. Where a quote doesn't mention an item, mark it as a question to ask rather than assuming it is included. Add VAT where it is missing, then an allowance for anything left out, to reach the adjusted price. Benchmarks for insulation (targets for new houses): roof 0.11, walls 0.18, floor 0.13 W/m²K.

Item	What to look for	Quote A	Quote B	Quote C
Company				
Price as quoted	Including or excluding VAT?			
Size	External footprint and internal height, the same in each			
Site survey	Done before the quote, by someone who walked the garden			
Foundations	Included? Which type, and chosen for the ground?			
Structure	SIPs or timber frame; panel thickness or timber size			
Insulation	U-values for roof, walls and floor, in writing			
Cladding	Material, treatment, upkeep and expected life			
Doors and windows	Aluminium or uPVC; how many open; glazing spec			
Roof covering	EPDM, steel panels or felt; guarantee on the covering			
Guttering	Included? Water butt or soakaway?			
Interior	Boarded, panelled or plastered; flooring included?			
Electrics inside	Number of sockets and lights; outside socket; consumer unit			
Data cabling	Included, or priced as an extra?			
Heating	Included? What type?			

Item	What to look for	Quote A	Quote B	Quote C
Power from the house	Included? How many metres does the price allow?			
Electrical certificate	Who certifies and notifies the work?			
Delivery and access	Mileage charge, crane, hand-carry, parking			
Spoil and the garden	Removal, skip, reinstating lawn or paving			
Planning	Within Permitted Development? Who handles an application or LDC?			
Building Regulations	Needed? Who applies, and are the fees included?			
Lead time	Weeks from order to installation; days on site			
Payment schedule	Deposit, stage payments, final balance on completion			
Deposit protection	Insured? Refundable if planning is refused?			
Guarantee	Length, what it covers, insurance-backed?			
Adjusted price	Quote plus everything it leaves out			
Your score out of 10	How well they listened, the design, the specification, the scope, the guarantee, the timescale			

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