



SAMPLE: redacted for illustration

Your quote pack

Sample homeowner quote
Rear extension with a new kitchen
South East England

Prepared for [redacted]

Address [redacted]

Quote reference [redacted]

Prepared by Wentways Ltd

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Welcome

Thank you for inviting us into your home.

This is a sample of the quote pack we send homeowners after a visit. It shows how we set out your project, what is included, how we keep you updated and how the price is laid out. Prices and personal details are hidden.

Extensions are our main work, and our kitchens are designed in house by our own kitchen designers, then supplied and fitted by Wentways. One contract, one team, one point of contact.

What you told us

Example brief

- A single storey rear extension to create a bigger kitchen and dining space that opens onto the garden.
- A new kitchen designed around how you cook and live, with an island.
- Wide glazed doors to the garden and roof lights for daylight.
- To stay living at home during the works if possible.
- A clear price with no big payment up front.

What we will do, in plain English

- **Prepare:** confirm drawings, structural calculations and building control, and agree your kitchen design.
- **Groundwork:** dig and pour the foundations, lay the drains and the new floor slab.
- **Build:** walls, steel beam to open up the back of the house, roof and roof lights.
- **Close it in:** fit the glazed doors so the extension is weathertight.
- **Services:** electrics, plumbing and heating for the new space.
- **Finish:** plastering, flooring, decoration.
- **Kitchen:** your new kitchen fitted by our team.
- **Handover:** snagging with you, a final clean and your paperwork.

Your timeline, stage by stage



Rough guide only. Your actual programme is agreed with you before start, and shows in advance the days you will be without a kitchen.

What is included, and what is not

Included	Not included (unless agreed)
Building work shown on the approved drawings	Planning and building control fees
Kitchen design, supply and fitting	Party wall surveyor fees
Electrics, plumbing and heating to the new space	Utility company charges
Protection of your home and daily tidy	Furniture moving and storage
Waste removal	Items you choose to buy direct
Final clean and certificates where they apply	Work not described in the quote

Anything not covered is listed clearly, so there are no surprises. Any change is priced and agreed with you in writing before it is done.

Your dedicated contact and weekly updates

- **One point of contact:** a named coordinator who knows your job and answers your questions.
- **A short weekly update with photos:** this week, next week and any decisions needed from you.
- **Who is coming and when:** you are told in your weekly update which trades are due.
- **Aftercare:** a named contact to get in touch with after handover.

Mess, dust and neighbours

- Dust sheets, floor protection and sealed doorways keep dust and dirt where the work is.
- Work areas are swept and cleared at the end of each day, and materials are stored neatly.
- Sensible working hours and considerate parking.
- A heads up to neighbours before noisy work.

Your quote

Stage	Description	Price £
1	Preliminaries and site set-up	[redacted]
2	Demolition and groundworks	[redacted]
3	Foundations, drainage and floor slab	[redacted]
4	Walls, steelwork and roof	[redacted]
5	Glazed doors and roof lights	[redacted]
6	Electrics, plumbing and heating	[redacted]
7	Plastering, flooring and decoration	[redacted]
8	Kitchen design, supply and fitting	[redacted]
9	Provisional sums	[redacted]
	Total	[redacted]
	VAT	[redacted]
	Total including VAT	[redacted]

How you pay

- A small deposit to book your start date.
- Staged payments, each tied to a clear stage of the work.
- You sign off each stage before the next payment is due.

You only ever pay for work you can see is done.

Next steps

1. Read through your quote and ask us anything.
2. Agree and book: a small deposit secures your start date, and the contract, simple programme and payment stages are agreed.
3. Kitchen design finalised with you.
4. We start on site, with your first weekly update at the end of week one.

Questions we are asked

Will the final bill match the quote?

Yes, unless the scope changes. Any change is priced and agreed with you in writing before it is done.

Who will be in my home?

Your coordinator and the trades for each stage. You are told in your weekly update who is coming and when.

How long will I be without a kitchen?

It depends on the job. The programme shows those days in advance, so you can plan around them.

How do the payments work?

There are no big payments up front. A small deposit books your start date, then payments follow in stages as the work is done, each signed off by you.

Are you insured?

Yes. Wentways is fully insured, including professional indemnity.

Will my home be kept clean?

Yes. Protection goes down before work starts, and work areas are tidied every day.

What happens after handover?

You are given a named contact for aftercare.

Domestic and commercial. Extensions, refurbs, kitchens and fit-out, each with its own dedicated team. Ask for your own quote at quotes@wentways.co.uk.