Sample Contracting Co.

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office@example.com

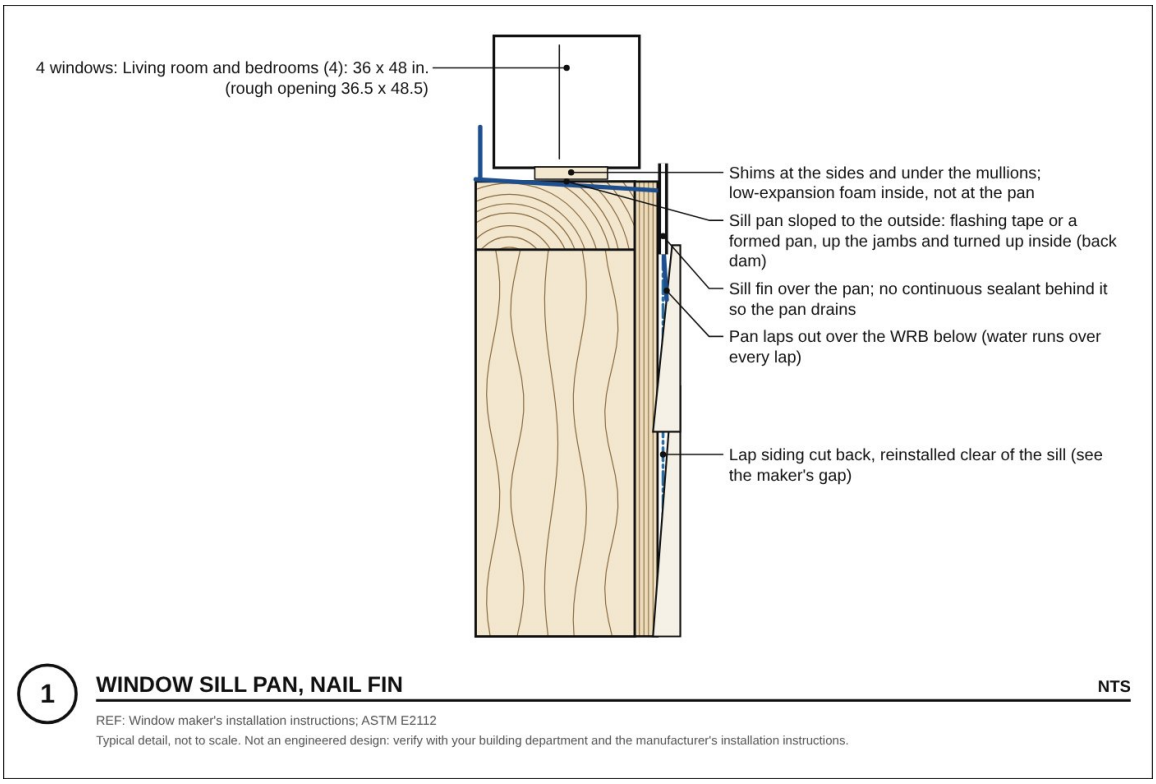
JOB PACK: WINDOW & DOOR REPLACEMENT

Customer	Sample Client	**Address**	
Option sold	Better	**Contract price**	$9,350
Deposit (covers materials)	$4,000	**Labor hours**	30.8
Start	Not set	**Planned finish**	-

SCHEDULE & PLAN OF ACTION (WORKING DAYS; WEEKENDS SKIPPED)

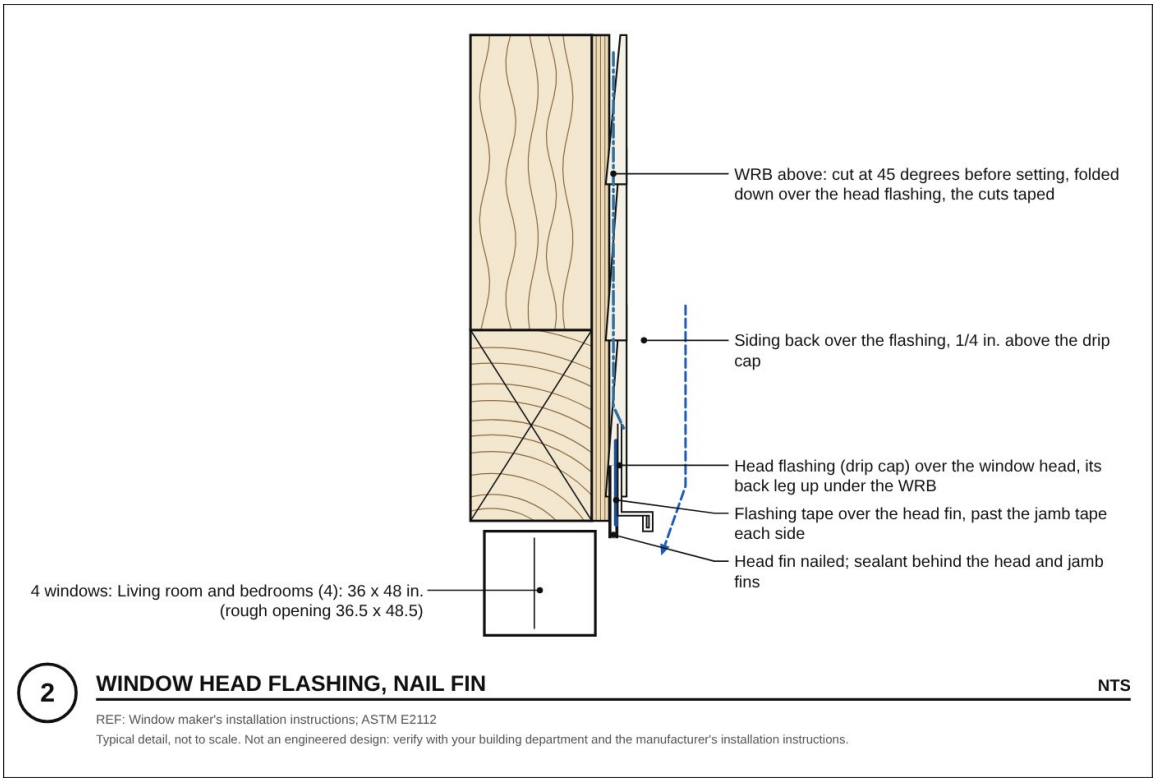
Phase	Who	Hrs	Days	Start	Finish
Field measure & order Before the start date: confirm sizes, swing and glass; units take about 4 weeks	Lead	1.3	0.5	-	-
Protection & lead-safe setup Pre-1978: containment at each opening, cleaning verification at the end	Crew	1	0.5	-	-
Remove & install windows Close each opening the same day; sill pan and flashing lapped shingle-style	Crew	20.2	1.5	-	-
Remove & install doors Sill pan under every exterior door; adjust reveals, latch and weatherstrip	Crew	5.7	0.5	-	-
Seal, trim & cleanup Foam, backer rod and sealant; trim and casing; haul the old units	Crew	2.7	0.5	-	-
Walk-through Every sash opens, locks and seals; every door latches; warranty papers handed over	Lead + customer	0	0.5	-	-

FLASHING DETAILS (TYPICAL)



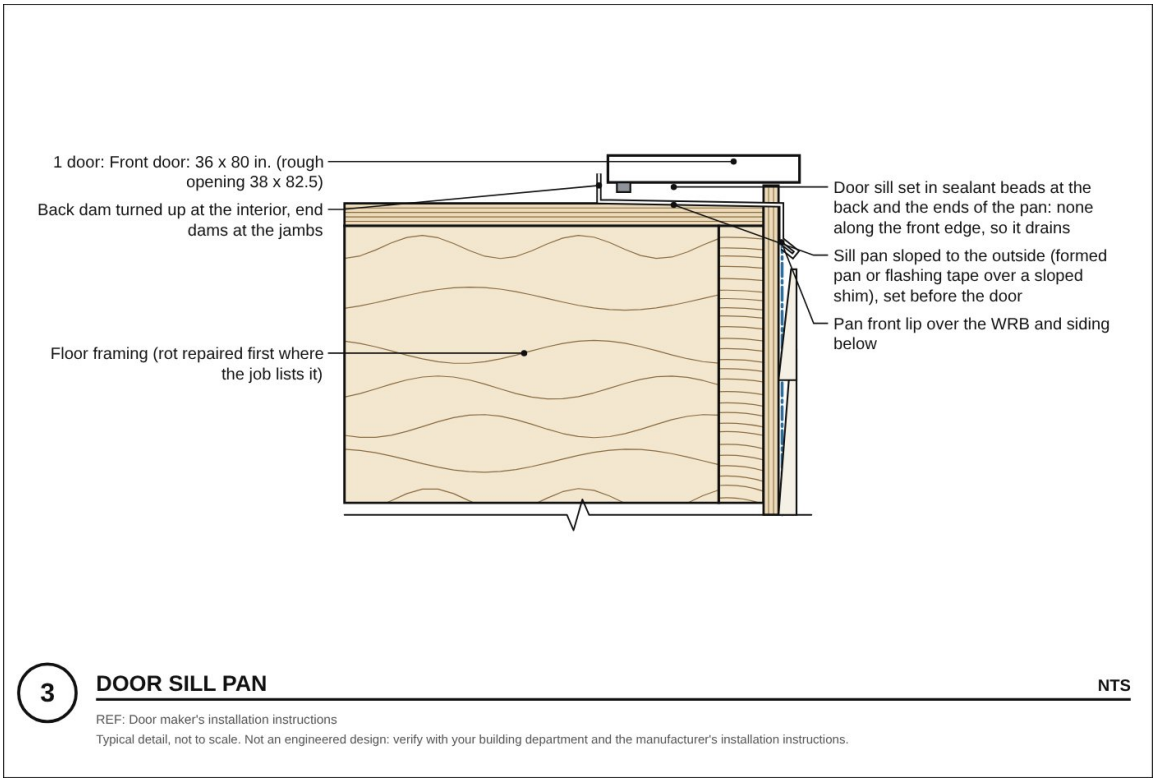
1. Window sill pan, nail fin

For Living room and bedrooms



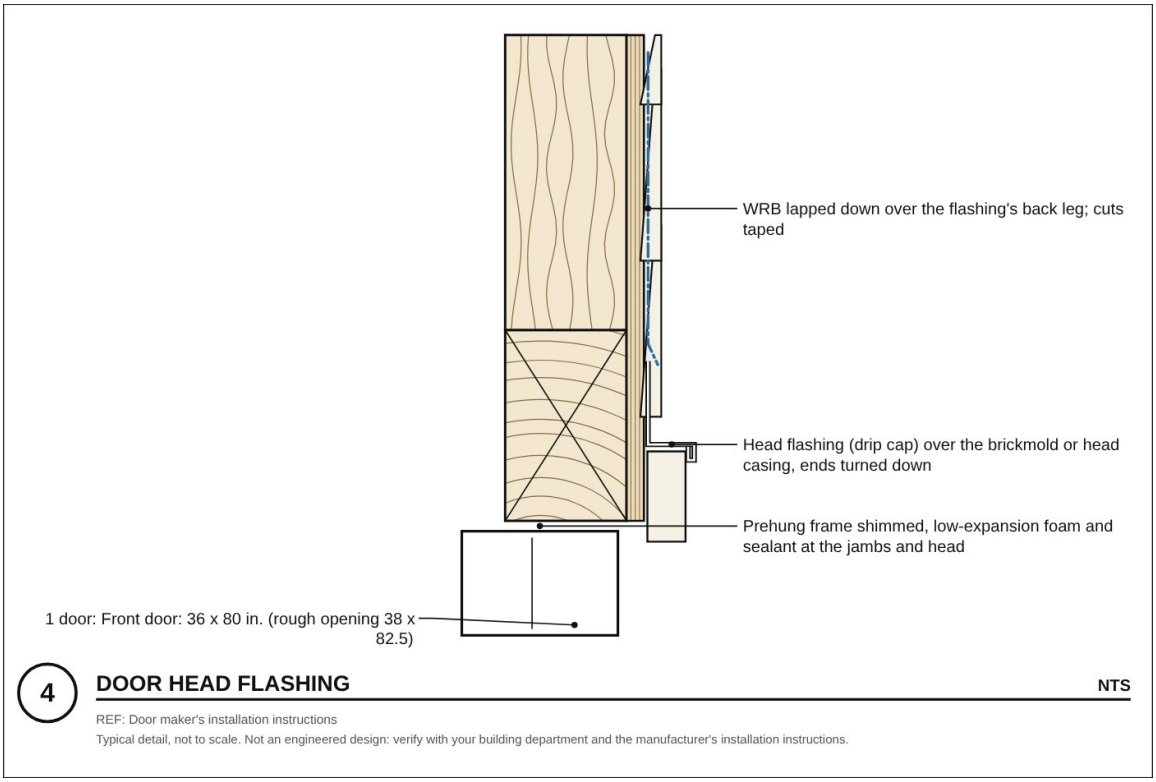
2. Window head flashing, nail fin

For Living room and bedrooms



3. Door sill pan

For Front door



4. Door head flashing

For Front door

Typical detail, not to scale. Not an engineered design: verify with your building department and the manufacturer's installation instructions.

SHOPPING LIST (EST. $3,443)

Item	Buy	$ / unit	Est. $	Got it
Living room and bedrooms: Vinyl double or single hung · 36 x 48 in. (RO 36.5 x 48.5) · Dual-pane low-E argon · screen · full-frame Estimated by size: get the quote	4 each	$529.00	$2,116	[ ]
Front door: Entry door, prehung (steel or fiberglass) · 36 x 80 in. (RO 38 x 82.5) Estimated by size: get the quote	1 each	$859.62	$860	[ ]
Window sill pans & flashing Full-frame windows	4 each	$32.20	$129	[ ]
Door sill pans	1 each	$40.25	$40	[ ]
Flashing tape (75 ft rolls) Full-frame and doors	2 rolls	$34.50	$69	[ ]
Low-expansion foam (cans)	2 cans	$10.35	$21	[ ]
Exterior sealant (tubes)	8 tubes	$10.35	$83	[ ]
Backer rod (LF)	80 LF	$0.17	$14	[ ]
Shims (bundles)	2 bundles	$6.90	$14	[ ]
Locksets & deadbolts	1 each	$97.75	$98	[ ]

Rule-of-thumb coverage, rounded up to whole purchase units. Check the product label.

CHECKLIST

BEFORE THE JOB

- ☐ Contract signed and deposit received
- ☐ Every opening field-measured; sizes, swing, glass and colors confirmed in writing
- ☐ Units ordered; delivery date confirmed
- ☐ Egress and tempered-glass locations checked
- ☐ Pre-1978 home: RRP certified renovator, Renovate Right pamphlet given
- ☐ Walk-Through Part A signed (trim, sills, siding and finishes photographed)

DURING

- ☐ Each opening closed up the same day
- ☐ Sill pans sloped out; flashing tape lapped shingle-style
- ☐ Low-expansion foam only; units operate after foaming
- ☐ Hidden problems (rot, no header, wiring)? Stop, photograph, written change order

CLOSEOUT

- ☐ Walk-through: operate, lock and check every unit (Walk-Through Part B)
- ☐ Labels off, glass cleaned, screens in
- ☐ Warranty registration and papers handed over
- ☐ Final payment collected
- ☐ Actual hours logged
- ☐ Ask for a review and a referral