

FREE TEMPLATE

The Australian Scope of Works **Template**

A ready-to-use scope structure you can fill in for any building or trade job. Laid out the way estimators and builders actually price work, so it reads as professional and protects your margin.

Brain dump the job. We'll build the scope.

Why a proper scope wins you work

A scope of works is not paperwork for the sake of it. Done well, it is the cheapest insurance you will ever write and one of the best sales tools you have.

- ✓ **Win more jobs.** A clear, itemised scope reads as professional and builds trust before you have lifted a tool.
- ✓ **Get paid for everything.** Every task is listed, so nothing gets done for free and every variation is easy to justify.
- ✓ **Fewer disputes.** When the scope is specific, there is far less room for "I thought that was included".
- ✓ **Faster sign-off.** Clients approve a scope they can actually read and understand.

How to use this template

- 1 Fill in the job header.**
So everyone knows the what, the where, and which job this is.
- 2 Always open with Preliminaries.**
Every scope starts here, no matter how small the job.
- 3 List the works trade by trade.**
Top to bottom, in the order they actually happen on site.
- 4 Keep PC and PS allowances separate,**
then finish with your inclusions, exclusions and qualifications.

1. Job details

JOB DESCRIPTION	JOB NO. / ID
SITE ADDRESS	CLIENT
PREPARED BY	DATE
REVISION	

2. Preliminaries (always first)

These three lines belong in every scope you write, on every job. Add your job-specific preliminaries in the blank rows below.

ITEM	UNIT	QTY	RATE \$	AMOUNT \$
Provide adequate Supervision for duration of works	item	1		

ITEM	UNIT	QTY	RATE \$	AMOUNT \$
Allowance for all necessary administration work throughout the duration of works	item	1		
Allow to remove all construction-related rubbish and debris from site and leave all work areas clean and tidy upon completion	item	1		
Job-specific item (for example site establishment, temporary fencing, traffic management, scaffold)				
Job-specific item				

3. The works (trade by trade)

Duplicate a block per trade. Listed top to bottom in build order. Sample line items shown in grey.

DEMOLITION & SITE PREPARATION

ITEM	UNIT	QTY	RATE \$	AMOUNT \$
Strip out existing finishes and fittings to nominated areas	m2			
Protect retained surfaces and adjoining areas	item			

CARPENTRY & STRUCTURE

ITEM	UNIT	QTY	RATE \$	AMOUNT \$
Supply and install framing to new walls as per plan	lm			

4. Allowances: PC and PS (keep these separate)

PC Prime Cost item

A **supply-only** allowance for a product the client has not selected yet (for example tapware, floor tiles, an appliance). It covers the cost of the item only, not the labour to install it.

Never tag a PS allowance as PC, or a PC item as PS. They are different classifications and clients (and contracts) treat them differently.

PS Provisional Sum

A **supply-and-install** allowance for a portion of work that is not fully defined yet (for example landscaping, or rectifying an unknown condition). It covers both labour and materials.

PRIME COST (PC) ALLOWANCES - SUPPLY ONLY	ALLOWANCE \$
Tapware and bathroom fittings (supply)	
Floor and wall tiles (supply)	

Landscaping to rear yard

Allowance for unknown rectification works

5. Inclusions, exclusions and qualifications

Included

List everything that is in the price so the client can see the value. For example all labour, plant and materials to complete the works described above.

Excluded

List what is not in the price. For example asbestos removal, works to areas not noted, council fees, anything by others.

Qualifications

Your assumptions and conditions. For example pricing valid for 30 days, access assumed during normal working hours, latent conditions excluded, GST shown separately.

6. Acceptance

CLIENT SIGNATURE

DATE

FOR AND ON BEHALF OF (BUILDER)

DATE

Worked example: small kitchen refresh

A short example so you can see the structure filled in. Figures are illustrative only - always use your own current rates.

ITEM	QTY	RATE \$	AMOUNT \$
Preliminaries			
Provide adequate Supervision for duration of works	1	650	650
Allowance for all necessary administration work throughout the duration of works	1	300	300
Allow to remove all construction-related rubbish and debris from site and leave all work areas clean and tidy upon completion	1	420	420
The works			
Strip out existing kitchen and make good	1	1,150	1,150
Install new cabinetry (labour) and hardware	1	2,600	2,600

ITEM	QTY	RATE \$	AMOUNT \$
Splashback tiling, labour	6	95	570
PC Tapware and sink (supply only)	1	900	900
PS Make good to flooring, extent unknown	1	800	800
Subtotal (excl. GST)			7,390

Tired of typing this out for every job?

BuildScope turns your site notes, voice recordings and rough job descriptions into a full scope like this, in minutes. It opens with Preliminaries every time and keeps your PC and PS allowances separate, automatically.

Brain dump the job. We'll build the scope.

Start your free 30-day trial →

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BuildScope · AI Scope of Works software · Brain dump the job. We'll build the scope.
This template is a starting point. Adapt it to your job, and always check your own pricing and obligations.