Record Estimated Cost and Sell Values

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| **Introduction** | **Definition** |
|  | Estimated cost and sell values are what AIS expect to spend and receive respectively when executing a project in accordance with the scope and timescales detailed in a quotation. |
|  | **Importance** |
|  | In order to standardise the collection and presentation of the cost estimate AIS utilise a ‘Bid Sheet’. The Bid sheet format details several ‘cost heads’ which the Sales Leader is to populate to reflect the content of the quote.  The Bid Sheet uses various company standard formulae to ensure that cost recovery is line with company cost expenditure (hourly labour rates etc) and engineering time requirements (price/time per point etc).  The bid sheet presents the expected final margin contribution of the project. |
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| **Key Criteria** | The Sales Leader will ensure the following as applicable;   * Bid sheet is correctly populated in accordance with AIS guidelines * The Bid sheet is authorised in accordance with the Delegation of Authorities   AIS will ensure the following;   * Bid Sheet formulae, standard internal cost rates, preferential OEM unit costs and sign off authorisation are regularly reviewed and amended where necessary. |
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| **Output** | Cost and Sell Bid Sheet |
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