

Materials Take-Off Sheet

Quantify timber, sheet materials, ironmongery & fixings from drawings

Company: _____ Date: ____/____/____
Address: _____ Ref: _____

Job Details

Job reference: _____ Customer / site name: _____ Drawing / revision number: _____

Take-off prepared by: _____ Date: _____

Timber

Item / use	Species / grade	Section size	Length	Qty	Supplier	Unit cost	Line total
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Sheet Materials

Type	Thickness	Sheet size	Qty	Supplier	Unit cost	Line total
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Mouldings & Second-Fix Timber

Profile	Length	Qty	Supplier	Unit cost	Line total
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Ironmongery

Item	Type / spec	Qty	Supplier	Unit cost	Line total
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Fixings & Consumables

Item	Spec / size	Qty	Unit cost	Line total
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Cutting List

Component	Material	Finished size (L x W x T)	Qty	Cut from
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Cost Summary

Timber total: _____ Sheet materials total: _____ Mouldings total: _____

Ironmongery total: _____ Fixings & consumables total: _____ Waste allowance basis / notes: _____

Total materials cost: _____

