Compare the scope

Compare equivalent work before comparing totals. Copy the details from each quote, mark anything unclear and request clarification. Amounts are optional.

ORGANISATION / UNITS

PREPARED BY / DATE

QUOTE A: PROVIDER / DATE / REFERENCE

QUOTE B: PROVIDER / DATE / REFERENCE

01 Put each offer on the same basis

COMPARE	QUOTE A	QUOTE B
Vehicles and number of services Unit IDs, vehicle class, quantity		
Tasks included Exact service tasks / inspections		
Oil specification Grade, approval or required standard		
Oil quantity Litres per vehicle; top-up allowance		
Parts and filters Part type / reference; included quantity		
Labour Included tasks; fixed or time-based		
Visit and access arrangements Location, service window, call-out basis		
Exclusions / assumptions Deferred tasks, extra work, conditions		

Use an extra sheet for a third quote. Keep the same vehicle, scope and service period throughout.

Resolve the differences

Separate included charges from possible extras. If you enter amounts, use CAD and the same quantity and tax basis for each quote.

QUOTE A REFERENCE

QUOTE B REFERENCE

02 Confirm charges, terms and records

CONFIRM	QUOTE A	QUOTE B
Service / labour amount State basis and quantity, if known		
Visit and other fees Call-out, travel, disposal or surcharges		
Taxes Included / extra; rate and tax amount		
Total for the agreed scope CAD; note conditional or variable items		
Additional work and approvals Who approves; method; scope / limit		
Documentation supplied Tasks, parts, km, findings, invoice		
Validity and payment terms Expiry date and relevant conditions		

CLARIFICATIONS NEEDED / AGREED NEXT STEP

COMPARISON STATUS

☐ Comparable scope confirmed

☐ Clarification required