

What this workbook does

This workbook is built for light commercial tenant improvement (TI) work. You enter room dimensions once in a Room Schedule, and the workbook builds quantities for drywall partitions, ACT ceiling tile, floor finishes, wall finishes, base trim, and paint — then prices everything through a CSI Estimate tab. The Bid Summary gives you your final commercial bid with tax, overhead, and profit applied, and a rounded bid price ready to present.

The tabs, in plain terms

01 Introduction	Product overview, tab index, and color-coding guide. Read first.
02 Project Setup	Project info, markup rates, sales tax, and contingency. Set these before using any other tab.
03 Room Schedule	Enter room dimensions here — length, width, ceiling height, door and window counts. Wall area, floor area, and net wall SF calculate automatically.
04 TI Takeoff	A running summary of room count and estimated direct cost — auto-calculated from the CSI Estimate.
05 Drywall Partitions	Enter partition dimensions (length, height, sides). Adjusted SF with waste calculates and prices from your rates.
06 ACT Ceiling	Acoustic ceiling tile — enter \$/SF for material and labor. Quantities pull from Room Schedule ceiling areas.
07 Floor Finish Schedule	Floor finish by room and material type. Enter unit prices; SF quantities come from Room Schedule.
08 Wall Finish Schedule	Wall paint or finish by room. Net wall SF from Room Schedule, unit prices from you.
09 Base Trim Schedule	Base molding LF by room. Deducts door widths automatically; add waste % as needed.
10 Paint Schedule	Walls, ceiling, and trim paint by room — gallons calculated from SF, coats, and coverage rate.
11 CSI Estimate	The master pricing sheet. Pulls quantities from all finish schedules and applies your unit prices to produce trade totals.
12 Bid Summary	Final bid — material, labor, tax, contingency, overhead, profit, and a CEILING(100) rounded suggested bid price.

How to use it — step by step

1. Open **02 Project Setup** first. Fill in project name, client, and set your markup rates — contingency, overhead, profit, and sales tax. These feed every other tab.
2. Go to **03 Room Schedule**. Enter each room — name, length, width, and ceiling height in the yellow cells. Add door count and window SF if applicable. Net wall area and floor area calculate automatically.
3. Open **05 Drywall Partitions**. Enter each partition wall — length, height, and number of sides (1 or 2). Adjusted SF with waste prices automatically.

4. Open tabs **06 through 10** (ACT, Floor, Wall, Base, Paint). These pull quantities from the Room Schedule. Your job is to enter or confirm the unit prices in the yellow cells.
5. Open **11 CSI Estimate**. This is where all the finish quantities and prices come together. Check each line — drywall, framing, ACT, flooring, painting, and base. Confirm quantities look right against your drawings.
6. Open **12 Bid Summary**. Your material total, labor total, tax, and all markups are calculated. The "Bid Price Rounded" cell rounds up to the nearest \$100 — that is your number to present to the client.

Good-to-know tips

- Enter room dimensions only on the Room Schedule. Do not re-enter SF on the individual finish schedule tabs — they pull from the Room Schedule automatically.
- The CSI Estimate Allowance row (row 10) is a 20% material allowance applied automatically. If your job does not need it, zero out the rate in column E.
- The base trim deduction uses door *width* only, not door SF. A 3-ft door deducts 3 LF of baseboard — that is the corrected logic built into this version.
- Drywall partitions on tab 05 only include rows 8 through 17. If you have more than 10 partitions, you will need to add rows — or combine smaller runs into fewer lines.
- The Bid Price Rounded cell uses CEILING to round up to the next \$100 (not round to 100 decimal places — that was a bug that has been corrected in this version).
- Tax applies to materials only. The Bid Summary pulls the material grand total from the CSI Estimate for the tax calculation.