VOLUME 04 / LANDSCAPE BUSINESS

One project. Every working document.

A fictional brief, estimate, proposal, approved change, closeout, invoice and partial-payment receipt that reconcile.

BASE SCOPE	$2,069.34
ACCEPTED CHANGE	+ $240.00
REVISED INVOICE	$2,309.34
STILL DUE	$809.34

WORKED EXAMPLES / CHECKLISTS / REUSABLE WORKSHEETS

Original practical business guidance. Examples are fictional. Adapt the records to your actual scope, costs and professional review.

02 / PROJECT BRIEF

Understand the work first.

WC-01 / Jordan L. / Sample Landscape Co. / entirely fictional

Customer objective

Refresh the front planting bed; simplify ongoing care; retain the existing tree outside the work area.

Site record

Fictional measured bed: 12 ft x 18 ft = 216 ft². Access and staging reviewed in this example. Soil, light, utilities and product suitability require actual professional review on a real job.

Provisional work

Provisional: remove agreed existing plants, prepare the defined bed, install 18 selected plants and specified mulch, clean up and provide care information.

Exclusions and unresolved decisions

No tree work, grading, drainage engineering, irrigation alterations, electrical work or ongoing maintenance.

Selections and next action

Selections require a reviewed plant schedule. The sample 2-inch material depth is an arithmetic assumption, not an installation recommendation.

Timing and ownership

Estimator resolves open selections, then sends scope revision 0 for review. Changed work requires the agreed approval process.

03 / COST WORKSHEET

Make the arithmetic visible.

Base project price: $2,069.34 before any applicable tax.

Input / result	Fictional value
Crew / elapsed time / person-hours	2 / 8 hours each / 16
Loaded labor / labor cost	$32 per person-hour / $512
Materials	$680
Equipment / delivery	$120 / $90
Allocated overhead / reserve	$150 / $0
Entered cost	$1,552
25% margin price	$1,552 / 0.75 = $2,069.34 (rounded up)
25% markup comparison	$1,940 price / 20% margin
Volume assumption	216 ft² x 2 in / 12 = 36 ft³
10% allowance / 2 ft³ bags	39.6 ft³ / 20 whole bags

Example assumptions, not a local rate

Chosen depth and quantities illustrate arithmetic. Review real site conditions, product yield, supplier increments, labor costs and tax before quoting or ordering.

04 / COMPLETED SAMPLE

Proposal scope

Willow Court / WC-01 / fictional working record

Reference

WC-01 / scope revision 0 / fictional review copy

Objective

Refresh the 216 ft² front bed while retaining the existing tree outside the agreed work area.

Work

Agreed plant removal and disposal; defined bed preparation; 18 selected plants; specified mulch; delivery; installation; protection, cleanup and care handoff.

Selections

18 plants on reviewed sample schedule. Material-volume example: 216 ft² x 2 in / 12 = 36 ft³; 10% allowance gives 39.6 ft³. Confirm actual product, yield and ordering increments.

Excluded

Tree work, drainage/grading changes, irrigation/electrical alterations and recurring maintenance. New conditions require review before changed work.

Pricing

Base price $2,069.34 before any applicable tax. Fictional cost: $1,552.00; target margin 25%. Tax omitted for this worked arithmetic example; determine actual treatment before billing.

Timing

Start remains subject to site readiness, selection approval, materials, weather and capacity. An estimate appointment is not an installation booking.

Terms

Fictional payment plan: $500 deposit actually received after acceptance; remaining work billed through the reviewed invoice. Change requests are priced and approved before changed work. This sample is not a legal contract.

05 / COMPLETED SAMPLE

Change record

Willow Court / WC-01 / fictional working record

Reference

WC-01 / change 01 against scope revision 0

Requested

Fictional customer requests four additional plants within the same bed. Revised plant total: 22.

Effects

Same 216 ft² bed and mulch quantity. Add four reviewed plants. Incremental labor: 4 person-hours x $32 = $128; materials $52; incremental cost $180.

Price

Proposed and fictionally accepted increase: $240 before any applicable tax. $180 / 0.75 = $240 at a 25% target margin. Revised project price $2,309.34.

Timing

Review supplier availability and production capacity. No changed installation date is confirmed in this example.

Pending

Crew follows the original scope until the sample approval is recorded. Do not treat this document as a real authorization.

Decision

Fictional status: accepted by Jordan L. under the sample project process. No actual signature or customer approval is captured by this tool.

Handoff

Issue scope revision 1 and 22-plant schedule to the crew; mark revision 0 superseded. Keep the bed area and mulch assumptions unchanged.

06 / COMPLETED SAMPLE

Closeout & care handoff

Willow Court / WC-01 / fictional working record

Reference

WC-01 / scope revision 1, including accepted change 01. Fictional completion: defined bed preparation, 22 reviewed plants, specified mulch, cleanup.

Installed

22 plants per sample revision 1 schedule. Retained tree outside work area. Actual projects need species, sizes, product identifiers, substitutions and relevant supplier instructions.

Open

Sample open item: estimator sends the final supplier care sheet before closing the record. Owner: estimator. Customer questions remain open until answered; no follow-up visit is booked.

Care

Provide the actual installed-plant and product instructions from the responsible professional or supplier. Discuss establishment care, observation and contact process; this sample does not prescribe a universal watering schedule.

Responsibilities

Contractor supplies the agreed care records and handles listed open work. Customer follows the reviewed site-specific care information. Actual written warranty terms govern coverage.

Followup

Customer uses the agreed contact to raise questions. Any additional visit must be separately reviewed and confirmed.

Records

Scope revision 1; accepted change 01; installed-selection record; open-item list; invoice WC-01-I; partial-payment receipt WC-01-R. Permission is required before publishing actual property photos.

07 / COMPLETED SAMPLE

Invoice

Sample Landscape Co. / Jordan L. / project WC-01

Work / reference	Amount
Base scope / revision 0	$2,069.34
Accepted change 01 / four extra plants	$240.00
Invoice WC-01-I total	$2,309.34
Prior deposit actually received	-$500.00
Amount due at invoice issue	$1,809.34

Payment status

Invoice issued in the fictional scenario. An invoice is not evidence that the balance was paid.

Example note

Fictional review copy. Tax omitted only to keep this arithmetic example simple. Base scope $2,069.34 + accepted change $240 = $2,309.34. Actual $500 deposit leaves $1,809.34 due at invoice issue. No money is collected by this tool.

Open this sample in the FREE tool

Download the editable JSON on the sample-project page. Open the matching FREE tool, choose Open saved copy and select that JSON. Review the fields, then create the document. No real payment, message or approval is created.

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08 / COMPLETED SAMPLE

Partial-payment receipt

Sample Landscape Co. / Jordan L. / project WC-01

Work / reference	Amount
Base scope / revision 0	$2,069.34
Accepted change 01 / four extra plants	$240.00
Invoice WC-01-I total	$2,309.34
Prior deposit actually received	-$500.00
This payment actually received	-$1,000.00
Remaining balance	$809.34

Payment status

Partial payment; a balance remains.

Example note

Illustrative payment actually received in the fictional scenario: $1,000, in addition to the earlier $500 deposit. $2,309.34 - $500 - $1,000 = $809.34 still due. This is not paid in full and no real transaction occurred.

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Download the editable JSON on the sample-project page. Open the matching FREE tool, choose Open saved copy and select that JSON. Review the fields, then create the document. No real payment, message or approval is created.

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