

TradeQuote Pro Power User Course

Practical Exercise 01

Garage/Gym and Dining Area Drawing Takeoff

This practical exercise uses a proposed floor plan and proposed elevations as real drawing-based training resources. The learner will import the drawings into TradeQuote Pro, take measurements, save named items to the Takeoff Notepad, and use the results to build a simple quote, sustainability notes and milestone plan.

Course section	Drawing takeoff, quote requests, project setup, milestones and quotation workflow
Drawing files needed	TradeQuote-Pro-Training-Drawing-01-Proposed-Floor-Plan.pdf TradeQuote-Pro-Training-Drawing-02-Proposed-Elevations.pdf
Suggested level	Beginner to intermediate
Estimated time	45 to 90 minutes depending on confidence with drawing takeoff
Main output	Saved measurements, task list, draft quote, milestone plan and short learner reflection

Training scenario

A fictional training client has asked for a quotation for a single-storey garage/gym to the rear of a property and a single-storey dining area to replace an existing conservatory. The drawing pack includes a proposed floor plan and elevations. The learner must use the drawings to set up the project, measure key areas, prepare basic task items, and create a milestone plan.

This is a training exercise only. Names, project details and any pricing used by the learner are for practice and CPD-style learning. The completed work is not a formal construction qualification or proof of professional competency.

Learning outcomes

- ☐ Import a drawing PDF into TradeQuote Pro and calibrate it using a known figured dimension.
- ☐ Measure simple lengths and areas from a proposed floor plan.
- ☐ Use elevation drawings to identify openings, roof forms and important project features.
- ☐ Save named measurements to the Takeoff Notepad so they can be used later in the quote workflow.
- ☐ Create a simple task breakdown and sustainability notes from the drawing information.
- ☐ Produce a basic milestone/stage payment plan for the training project.

Before you start

Download both training drawing PDFs and save them somewhere easy to find. The floor plan is used for most of the measuring. The elevations help the learner understand roof forms, door/window positions and proposed external work.

Use figured dimensions shown on the drawing for calibration and checking. Do not rely only on the printed scale or screen size. In TradeQuote Pro, calibration should always be checked before any measurement is used for pricing.

Known dimensions to use for checking

The drawings include several useful dimensions. These can help the learner calibrate the drawing and check whether measurements are in the right range.

Dimension shown	Metric value	Suggested use
Garage/gym width shown on plan	4.955 m	Good calibration check for the garage/gym area
Garage/gym length shown on plan	7.500 m	Useful for checking the garage/gym footprint
Dining area width shown on plan	2.680 m	Useful for checking the dining area measurement
Dining area depth shown on plan	4.300 m	Useful for checking the dining area footprint
Structural opening shown on plan	3.999 m	Useful for recording a separate opening or structural task

Part 1 - Set up the practice project

Start the exercise by creating a simple training project. This links the drawing work to the same workflow a builder would use when responding to a quote request.

- ☐ Create a customer called Training Client.
- ☐ Create a project called Garage/Gym and Dining Area Training Project.
- ☐ Add a short project note explaining that this is a training exercise from supplied drawings.
- ☐ Record the quote request as a request for a garage/gym, a dining area extension, a structural opening and supporting project documents, including sustainability notes.

Part 2 - Import and calibrate the floor plan

- ☐ Open Drawing Takeoff in TradeQuote Pro.
- ☐ Import TradeQuote-Pro-Training-Drawing-01-Proposed-Floor-Plan.pdf.
- ☐ Use a known figured dimension, such as 4.955 m or 7.500 m, to calibrate the drawing.
- ☐ Zoom in and check the measurement against a second known dimension before continuing.
- ☐ Save a note stating which dimension was used for calibration.

Part 3 - Measure the garage/gym area

The garage/gym is the main proposed area shown to the rear of the property. Use the drawing takeoff tools to measure the basic footprint and record the result clearly.

- ☐ Measure the garage/gym external length.
- ☐ Measure the garage/gym external width.
- ☐ Measure or calculate the garage/gym footprint area.
- ☐ Save the result to the Takeoff Notepad using a clear name such as Garage/Gym floor area.
- ☐ Record any assumption made about whether the measurement is internal, external or approximate.

Part 4 - Measure the dining area and structural opening

The drawing also shows a single-storey dining area replacing the conservatory, with an opening into the existing structure. This gives the learner a second measured area and a separate opening item to record.

- ☐ Measure the dining area width and depth.
- ☐ Calculate or measure the dining area footprint area.
- ☐ Record the structural opening as a separate measured item.
- ☐ Save these values to the Takeoff Notepad using clear names.
- ☐ Add a note that structural work should be checked by the appropriate designer/engineer before construction.

Part 5 - Use the elevations

Import or view the proposed elevations. The elevations are not mainly used for the floor area measurement, but they help the learner understand what the proposed work looks like and what should be considered in the quote.

- ☐ Identify the proposed garage/gym elevations.
- ☐ Identify the proposed dining area elevations.
- ☐ Count or note major openings such as the new double garage door, doors, windows and roof windows.
- ☐ Note the roof form and any areas that may need a roof or external works allowance.
- ☐ Use the elevation information to improve the task descriptions and sustainability notes in the quote.

Part 6 - Create a task breakdown and sustainability notes

Use the measured information to create a simple task breakdown and sustainability notes. The purpose is not to produce a perfect live tender, but to show how drawing information becomes a structured quote.

- ☐ Preliminaries / site setup
- ☐ Garage/gym foundations and floor slab
- ☐ Garage/gym walls and openings
- ☐ Garage/gym roof and roof windows

- ☐ Dining area foundations and floor slab
- ☐ Dining area walls, roof and structural opening
- ☐ Sustainability notes, waste removal, making good and final checks

Part 7 - Create a milestone plan

Create a simple milestone plan that would make sense to a customer. The wording should be clear and linked to visible progress on the job.

Stage	Suggested milestone	Example payment point
1	Quote accepted and job booked in	10% booking / acceptance stage
2	Groundworks, foundations and slab complete	25% stage payment
3	Main structure and openings complete	30% stage payment
4	Roof, external works and making good complete	25% stage payment
5	Final completion and handover	10% final payment

These percentages are only an example for training. Real stage payments must be agreed clearly with the customer and must match the contractor's own terms and any relevant legal requirements.

Part 8 - Final learner output

By the end of this exercise, the learner should have produced the following items in or from TradeQuote Pro:

- ☐ Practice customer and project record.
- ☐ Imported and calibrated floor plan.
- ☐ Named takeoff measurements saved to the Takeoff Notepad.
- ☐ Garage/gym area measurement.
- ☐ Dining area measurement.
- ☐ Structural opening measurement or note.
- ☐ Task breakdown and sustainability notes for the project.
- ☐ Draft quote or quote preview with sustainability notes where relevant.
- ☐ Milestone/stage payment plan.
- ☐ Short reflection on what was easy, what was difficult and what needs checking before pricing live work.

Learner reflection

Answer these questions after completing the exercise. Keep the answers short and practical.

Which dimension did you use to calibrate the drawing?

What measurements did you save to the Takeoff Notepad?

What assumptions did you make about the garage/gym and dining area?

Which task would need the most careful checking before issuing a real quote?

How did the elevations help you understand the project better?
