Compare the work behind each quote.

Use the editable workbook to compare current proposals for the same onsite IT assignment, including the costs and responsibilities that can change the decision.

1. Start with matching proposals

On **Compare**, enter the project and scope version, reviewer and review date. Record each provider, quote ID, revision, quote date, expiration, currency, price definition and source. Confirm that the quote is the current version.

Use the four scope rows to check equipment quantities, locations and tasks, testing and deliverables, and travel or shipping responsibility. Record differences and exclusions. A lower amount with missing work is an unresolved comparison.

2. Enter charges once

On **Option A** and **Option B**, enter the quoted charges. Amber cells accept input; blue cells calculate. Use **Add** for a separate charge, **Included** when the cost is already inside another price, **N/A** when it does not apply, and **Unknown** when it remains unresolved.

Choose **Package** or **Itemized** materials. Package pricing excludes the item rows from the total; itemized pricing excludes the package row. Leave unused unit prices blank. Enter a discount as a negative fixed amount or negative unit price.

Calculation	What to enter
Fixed	Enter the line amount in Rate / fixed. Quantity is not multiplied.
Hourly	For primary labor, enter total technician-hours, quoted minimum and billing increment. Enter the rate on the labor line.
Qty x rate	Enter billable quantity, its unit and the unit price. For additional visits or fees, use the quote's actual charging unit.

The primary labor calculator applies a minimum first, then rounds up to the quoted increment. Other minimums, crew rules and per-visit charges need their own billable quantities and a note. Do not multiply a project fee by the number of technicians or visits unless the quote requires it.

Record the decision.

3. Keep base work and exceptions separate

Base rows cover the common assignment. Exception rows are additional charges for the named exception on **Compare**, such as another visit. Choose **Base only** or **Base + exception**. The workbook retains both sets of lines; changing the selection updates the total without overwriting either scenario.

Known subtotals show only priced amounts. An unresolved charge in the selected scenario keeps its complete total marked **Unresolved**. A real zero is valid when the proposal explicitly confirms it. An unknown charge is never converted to zero.

A fictional example

The example workbook uses invented providers and prices. It is a calculation demonstration, not an ALL I.T. quote or rate card.

Example item	Option A	Option B
Labor	3.2 technician-hours; 4-hour minimum at 100/hour = 400	Fixed labor amount = 500
Materials and travel	300 package + 50 travel	300 package + 50 travel
Base amount	750	850
Additional visit	2 technician-hours x 100 = 200	200 plus unresolved exception travel
Base + exception	950	Unresolved until exception travel is priced

4. Complete the commercial review

A fixed price applies to its stated scope. Estimated usage can change. A cap needs explicit wording. Record the commitment, change authority, schedule and dependencies on each option tab.

Compare prices in the same currency. Record deposit treatment separately so credited deposits or security are not counted twice.

Record the preferred option, rationale, unresolved question and owner, approver and date, decision status, and next action. Readiness identifies missing inputs; it does not approve a purchase.

Save and print

Keep the original quotes with your saved workbook. Print areas are preset to **Compare!A1:C45** and **Option A / Option B!A1:H46**. Print the active sheet in landscape, with columns fitted to one page and multiple pages allowed vertically. Check text size in the preview before printing.

ALL I.T. | Quote comparison resource | Version 2.0 | November 16, 2026