



# Internal use only

## TEMPLATE FOR RATE QUOTATION

1. NAME OF CUSTOMER
2. DETAILS OF JOB

3.	Size of Truck Required	15.	Return Load Time Cost
4.	Estimated Days/Hours for Job	16.	Return Load Distance Cost
5.	Estimated Trip Miles	17.	Return Load Specific Costs
6.	Details of Market Competitor Rates if Known	18.	Total Return Load Costs
7.	Anticipated Time Costs of Job	19.	Total Round Trip Cost (10 + 18)
8.	Anticipated Distance Cost of Job	20.	Return Load Revenue
9.	Job Specific Costs: Subsistence Bonus Tolls Ferry Other	21.	Minimum Required Outward Revenue (19 – 20)  PROFITABILITY
10.	Total Cost of Job	22.	Actual Revenue
11.	Target Margin	23.	Actual Time Costs
12.	Target Revenue	24.	Actual Mileage Costs
13.	Target Rate	25.	Actual Specific Costs
14.	Agreed Rate	26.	Actual Profit/Loss

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- Notes:**
- a) You will often find that a job will be completed with some hours in the day "left over". These hours will be costing you.  
You will need to decide whether you can use them for something else.  
If not, can those hours be charged to the job without making you uncompetitive?
  - b) Where a return load is involved, it is important that you cost the whole round trip, allowing for the revenue you are likely to earn for the return and deciding how much to allow against the outward job for which you are quoting.
  - c) When you are allocating costs in lines 7, 8, 15, 16, don't forget when using the appropriate figures from the tables, if possible to substitute **YOUR** costs where they are different.