HEADRAIL TAKEOFF

TAKEOFF REPORT · NO. SAMPLE-001 · NOVEMBER 3, 2026

Cypress Point Medical Office, Suite 200 (sample)

Prepared for Sample Blinds Co. (a sample job: every name and drawing is made up) · 1400 Example Parkway, Springfield (fictional) · Cypress Point Holdings (fictional)

SHADES IN SCOPE	SQUARE FEET	LINEAR FEET	MOTORS	NOT IN SCOPE
14	330	66	6	2
3 types	of shade	of shade width	motorized shades	windows left out

SITE WALK	QUESTIONS DUE	BIDS DUE
Fri Nov 6, 10:00 AM	Mon Nov 9	Fri Nov 13, 2:00 PM

Totals by shade type

TYPE	PRODUCT	MOUNT	CONTROL	QTY	SQ FT	LINEAR FT	MOTORS
RS-1	Manual roller shade	Inside mount, fascia	manual	7	160.0	32.0	-
RS-2	Manual roller shade	Inside mount, fascia	manual	4	80.0	16.0	-
RS-3	Motorized dual roller shade	Inside mount, fascia	motorized	3	90.0	18.0	6
Total				**14**	**330.0**	**66.0**	**6**

Linear feet are shade widths.

Key findings

1. 14 shades: 7 RS-1 solar, 4 RS-2 blackout in the exam rooms, 3 RS-3 motorized dual shades in Conference 108 (6 motors if both shadebands are motorized).
2. One tag conflict: window 10 in Conference 108 is tagged RS-1, but general note 3 makes every Conference 108 shade motorized RS-3. Counted as RS-3; question 1 asks the GC to confirm.
3. The 2 storefront windows in Lobby 101 are N.I.C. (general note 2): left out of the count and listed in the exclusions.
4. Sizes come from the window schedule on A-601 (types A, B, C). The scale was checked against the 100'-0" overall dimension.
5. Motorized work needs 120V at each RS-3 head (by Division 26) and a 2-group wall switch at the door; see the coordination page.

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Scope of work and how it was measured

Scope from the documents

- A-101 general note 1: provide window coverings at all exterior windows as tagged.
- A-101 general note 2: storefront at Lobby 101, window coverings N.I.C.
- A-101 general note 3: all shades in Conference 108 are motorized (RS-3); 120V power by Division 26 at the head.
- A-101 general note 4: window sizes per the schedule on A-601; verify all dimensions in the field.
- A-101 window covering legend: RS-1, RS-2, RS-3 as listed under shade types (see spec 12 24 13).

Shade types

TYPE	PRODUCT	FABRIC	MOUNT	CONTROL
RS-1	Manual roller shade	3% solar screen	Inside mount, fascia	manual
RS-2	Manual roller shade	Blackout (privacy)	Inside mount, fascia	manual
RS-3	Motorized dual roller shade	3% solar + blackout	Inside mount, fascia	motorized

Documents reviewed

SHEET	TITLE	DATE	USED FOR
A-101	Floor plan, 1/8" = 1'-0"	10/30/2026	Tags, rooms, notes, legend
A-601	Window schedule	10/30/2026	Window sizes (types A, B, C)

How sizes were determined

- Counted every window on the exterior walls of A-101 (16) and matched each to its tag (14) or a note (2 N.I.C.).
- Widths and heights from the A-601 window schedule: type A 4'-0" x 5'-0", B 6'-0" x 5'-0", C 8'-0" x 7'-0".
- Scale checked: the 100'-0" overall dimension measures 100 feet at the stated 1/8" = 1'-0".
- Shade types and options from the A-101 legend; spec 12 24 13 was referenced but not included in this sample set.

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Shade schedule

TAG	FLOOR	ROOM	ELEV.	QTY	WIDTH	HEIGHT	SIZE FROM	SHEET	NOTES
RS-1 · Manual roller shade · 3% solar screen									
1	2	Waiting 102	North	1	72"	60"	Window schedule	A-101	Window type B
2	2	Waiting 102	North	1	72"	60"	Window schedule	A-101	Window type B
7	2	Office 107	East	1	48"	60"	Window schedule	A-101	Window type A
11	2	Office 109	East	1	48"	60"	Window schedule	A-101	Window type A
12	2	Break 110	South	1	48"	60"	Window schedule	A-101	Window type A
13	2	Staff 111	South	1	48"	60"	Window schedule	A-101	Window type A
14	2	Staff 111	South	1	48"	60"	Window schedule	A-101	Window type A
RS-2 · Manual roller shade · Blackout (privacy)									
3	2	Exam 103	North	1	48"	60"	Window schedule	A-101	Window type A
4	2	Exam 104	North	1	48"	60"	Window schedule	A-101	Window type A
5	2	Exam 105	North	1	48"	60"	Window schedule	A-101	Window type A
6	2	Exam 106	North	1	48"	60"	Window schedule	A-101	Window type A
RS-3 · Motorized dual roller shade · 3% solar + blackout									
8	2	Conference 108	East	1	72"	60"	Window schedule	A-101	Window type B
9	2	Conference 108	East	1	72"	60"	Window schedule	A-101	Window type B
10	2	Conference 108	East	1	72"	60"	Window schedule	A-101	Tagged RS-1 on the plan; note 3 makes every Conference 108 shade RS-3. Counted as RS-3 (question 1).
Windows on the drawings with no shade in scope									
X1	2	Lobby 101	North	-	96"	84"		A-101	Storefront: window coverings N.I.C. (general note 2)
X2	2	Lobby 101	North	-	96"	84"		A-101	Storefront: window coverings N.I.C. (general note 2)

Sizes are window openings for pricing. Order sizes come from a field measure: inside mount, jamb to jamb and head to sill, less the manufacturer's deductions.

Inclusions, exclusions and assumptions

Included

- 14 roller shades per the A-101 legend: 7 RS-1, 4 RS-2, 3 RS-3.
- Fascia at every shade (legend).
- RS-3: motors, one 2-group wall switch at the Conference 108 door, programming and low-voltage switch wiring.
- Field measure, delivery, installation and adjustment.

Excluded

- Lobby 101 storefront (2 windows): N.I.C. per general note 2.
- 120V power, junction boxes and conduit at the RS-3 heads (Division 26, general note 3).
- Blocking and patching of finishes, unless noted.
- Window coverings at interior glass.

Assumptions

- Window 10 is RS-3 like the other Conference 108 shades (general note 3).
- Both RS-3 shadebands are motorized (2 motors per window).
- Existing window jambs are deep enough for an inside mount with fascia; RS-3 needs room for a dual roller.
- Fabric colors from the manufacturer's standard line, selected by the architect.

Discrepancies found in the documents

- Window 10 (Conference 108, east): plan tag RS-1 vs. general note 3 (all Conference 108 shades RS-3).

Questions for the GC and the site walk

#	QUESTION	WHY IT MATTERS	REFERENCE
1	Window 10 in Conference 108 is tagged RS-1, but general note 3 says all Conference 108 shades are motorized RS-3. Please confirm RS-3.	Changes 1 shade from manual to motorized (2 motors).	A-101 note 3
2	RS-3 dual shades: are both the solar and the blackout shadebands motorized, or only one?	6 motors vs. 3, and the switch type.	A-101 legend
3	Who provides the switch back box and the low-voltage wiring from the switch to the RS-3 motors?	Division 26 provides 120V only (note 3).	A-101 note 3
4	Are fabric colors selected, or should we price the standard line?	Some colors price higher.	A-101 legend

Field verify before ordering

- Jamb to jamb width and head to sill height at every window.
- Jamb depth for an inside mount with fascia, and for a dual roller at RS-3.
- Operable windows (type A): handle and crank clearance behind the shade.
- 120V junction box location at each RS-3 head.

Motorization coordination

Motors and controls

ITEM	QTY	NOTES
Motors	6	3 dual shades x 2 shadebands (confirm, question 2)
Wall switch, 2 groups (solar / blackout)	1	At the Conference 108 door (legend)
120V power at each head	3	By Division 26 (general note 3): not in our price
Programming and setup	1	Set limits, group the 3 shades

Coordinate with other trades

- Division 26: 120V junction box at the head of each RS-3 window, before drywall.
- Switch back box at the Conference 108 door and the low-voltage path to the heads (question 3).
- Blocking at the heads if the frames cannot carry dual-roller brackets.
- Final programming after the room is clean and power is live.

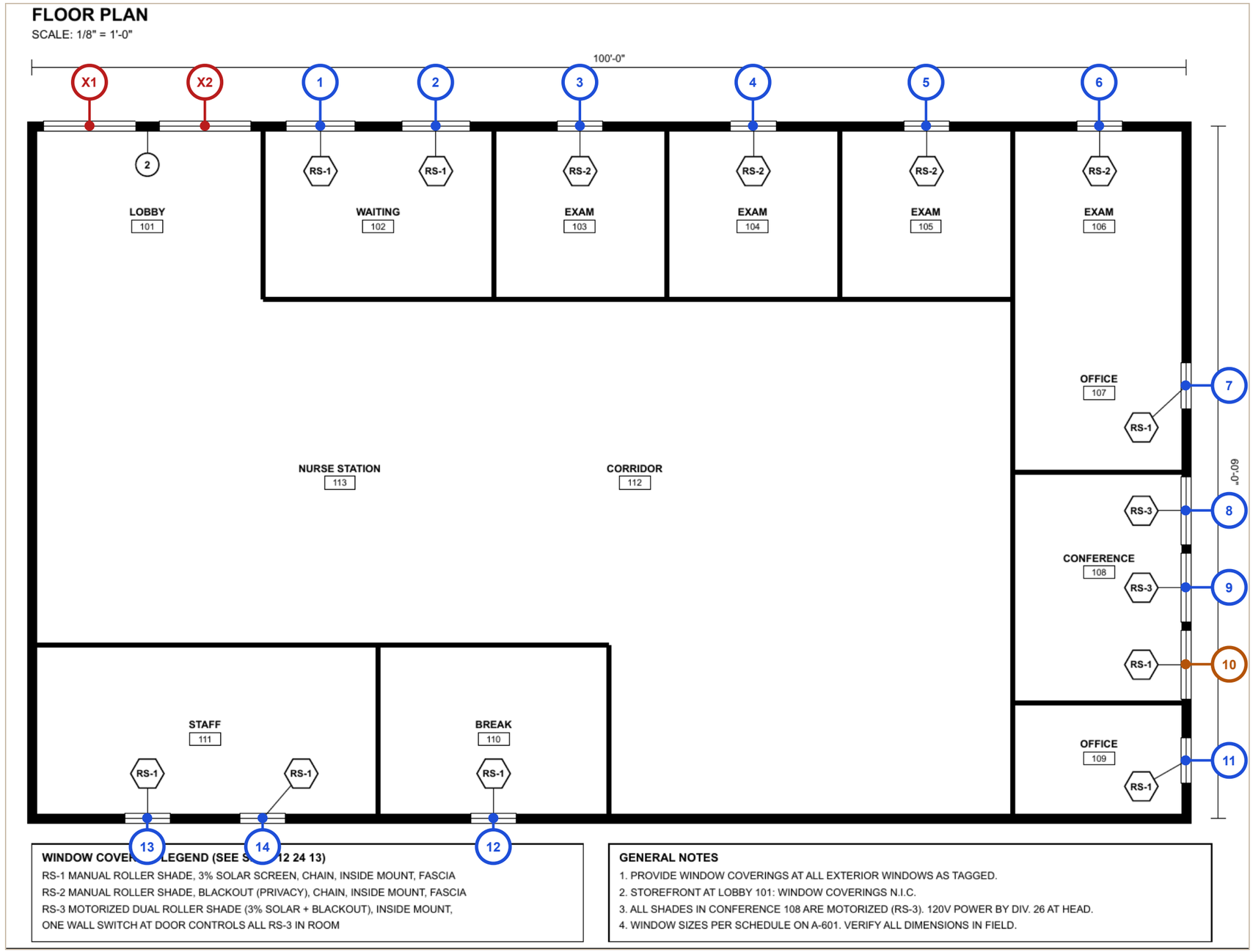
Quality check

Each opening was counted twice: by the estimator from the plan, and by a text search of the shade tags in the PDF. The counts agree (14), and every note, legend line and schedule size was checked.

	CHECK	RESULT
✓	Scale verified against a written dimension	100'-0" overall measures 100 feet at 1/8" = 1'-0"
✓	Every exterior window accounted for	16 windows: 14 tagged shades, 2 N.I.C. storefront
✓	Independent recount (text search of tags)	14 tags at windows: 8 RS-1, 4 RS-2, 2 RS-3. Matches after the window 10 conflict.
✓	Tags vs. legend vs. general notes	1 conflict (window 10), sent as question 1
✓	Window schedule sizes applied	Types A, B, C from A-601
-	Specification read	Section 12 24 13 was not included with this sample set
✓	Addenda	None issued as of the report date

A-101 Floor plan: every window numbered

Numbers match the shade schedule. ● Blue = shade in scope. ● Red = window with no shade. ● Orange = note.



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Proposal language (paste into your bid)

Edit to suit; it states the scope, the basis of the price and the clarifications from this takeoff.

Project: Cypress Point Medical Office, Suite 200 (sample)
Scope: furnish and install window coverings per Section 12 24 13 Roller Window Shades, sheets A-101 and A-601.

Basis of price:
- 7 x RS-1 Manual roller shade, 3% solar screen, inside mount, fascia, manual
- 4 x RS-2 Manual roller shade, Blackout (privacy), inside mount, fascia, manual
- 3 x RS-3 Motorized dual roller shade, 3% solar + blackout, inside mount, fascia, motorized

Inclusions:
- 14 roller shades per the A-101 legend: 7 RS-1, 4 RS-2, 3 RS-3.
- Fascia at every shade (legend).
- RS-3: motors, one 2-group wall switch at the Conference 108 door, programming and low-voltage switch wiring.
- Field measure, delivery, installation and adjustment.

Exclusions:
- Lobby 101 storefront (2 windows): N.I.C. per general note 2.
- 120V power, junction boxes and conduit at the RS-3 heads (Division 26, general note 3).
- Blocking and patching of finishes, unless noted.
- Window coverings at interior glass.

Clarifications:
- Window 10 in Conference 108 is priced as RS-3 per general note 3.
- RS-3 priced with both shadebands motorized (6 motors) and one 2-group wall switch.
- 120V power and junction boxes by Division 26. Low-voltage switch wiring included.
- Sizes per the A-601 window schedule; final sizes field measured before ordering.
- Standard fabric colors; premium colors priced on request.

About this takeoff

- Turnaround: 48 hours from complete documents (plans, specifications, addenda). Rush on request.
- Price, by the pages we work from (drawing sheets plus the window covering specification pages): under 5 pages $149, under 10 pages $199, under 25 pages $299, under 40 pages $399; 40 pages or more quoted. The fee is confirmed before work starts.
- Revisions: free until bid day. One addendum is included; later addenda are quoted before we start them.
- Quality: every opening is counted twice by independent methods (the estimator's count plus AI takeoff, a text search of the tags, or a measurement of the drawing's linework) and checked against the notes, legends, schedules and specifications.
- Sizes are window openings for pricing. Order sizes come from a field measure before release.
- Confidentiality: your drawings are used only for this takeoff and deleted 30 days after the bid date.
- Questions: reply to the delivery email and your estimator answers directly.