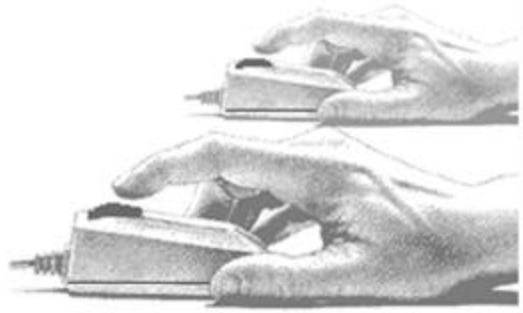


# ***DOUBLE CLICK***

for  
Windows



## **Pricing & Labor Software**

from  
**Durand & Associates**

# PRICING & LABOR SOFTWARE

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The Pricing & Labor Software is a subscription software service and may only be used during the subscription period. A one year subscription entitles the users to use of the program for a 12 month period beginning the day of purchase. Under the one year subscription the user will receive four (4) price updates CD or EMAIL.

The prices and labor units in this program are furnished for reference purposes only and Durand & Associates cannot assume any responsibility for the accuracy of the program contents. In using this program the user agrees to hold harmless and waive all claims against Durand & Associates.

## FREE TELEPHONE SUPPORT

Current subscribers are entitled to FREE TELEPHONE SUPPORT. - - - Call (208) 443-6627

DURAND & ASSOCIATES  
176 THREE WATERS ROAD  
PRIEST LAKE, ID 83856  
PHONE (208) 443-6627  
FAX (208) 443-6629

[www.durandassociates.com](http://www.durandassociates.com)

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## INTRODUCTION

The Pricing & Labor Software is a subscription service program designed to aid electrical contractors in the preparation of cost estimates. The program contains a database of both material cost (Trade Prices) and labor units. The program also allows the user to estimate small jobs or change orders on the built-in pricing and recap sheets.

## AUTOMATIC PRICE UPDATES

Subscribers to the Pricing & Labor Software receive three price updates per year. The prices are updated via diskette in January, May, September and November.

## NEW ITEMS OR DELETIONS

In addition to updated prices three times per year, the database is periodically updated with information about new or deleted items by the manufacturers.

## LINK TO ESTIMATING PROGRAM

The Pricing & Labor Software also links to the Double Click Electrical Estimating Program offered by Durand & Associates. For more information call (208) 443-6627.

## PRICING INFORMATION

The prices in this program are TRADE PRICES and are the published prices of various manufacturers. Trade prices are up-dated by the manufactures every 9 - 18 months. Each pricing screen in the program lists the manufacturer, price, and the date the prices were published.

## INDUSTRY STANDARD PRICING

It has long been the standard of the industry to use these TRADE PRICES for the basis of calculating your actual cost. We did not create this standard, it simply evolved over time. While this may not be the best system, it is the most widely used and accurate system we have found.

## SUPPLIER DISCOUNTS

Your local electrical supplier can provide you with a list of discounts to be used with these trade prices. These discounts can be entered in the program thus providing you with an adjusted cost. When you receive your program, typical discounts have already been entered in the database. You may change these discounts to more accurately reflect your market conditions.

## USER PRICING

The Pricing & Labor Software also allows the user to enter his own price for any material item.

## BID LEVEL PRICING

It is important to understand that bidding work at today's actual cost can result in loss of profits. If you bid at your cost these prices may change prior to purchasing the materials. It was with this thought in mind that we created the database of discount levels in the program. The adjusted prices in this program should be somewhat higher than your actual cost. Please check these discounts with your supplier.

## LABOR UNITS INFORMATION

The labor units in the program are from the "Electrical Contractors Labor Units Manual" published by Durand & Associates. These labor units were compiled over the past 25 years using actual job cost data of various electrical contractors.

## COMPETITIVE LABOR UNITS

The labor units in this program are competitive. Meaning they are more realistic than labor units found in the NECA or R.S. MEANS manuals. We consider these labor units Bid-Level Competitive.

## ADJUSTED LABOR UNITS

When you receive your program a -10% adjustment factor has been entered in the labor adjustment column. You may change these adjustment factors to more accurately reflect your market conditions.

## USER LABOR UNITS

The Pricing & Labor Software also allows the user to enter his own labor unit for any material item.

## BID LEVEL LABOR

It is important to understand bidding work with excessively low labor units can result in loss of profits. The adjusted labor units in this program should be somewhat higher than your actual labor. Please check these adjustments against your past productivity levels .

## INSTALLING THE PROGRAM

It is important to understand the installation of the Pricing & Labor Software will create the following folders on your C: drive:

1. C:\PL
2. C:\TPRICE
3. C:\UPRICE

These folders must be installed on your C: drive for the proper operation of the Pricing & Labor Software.

**NOTE: IF YOU ALREADY HAVE FOLDERS BY THESE NAMES YOU MUST RENAME YOUR EXISTING FOLDERS.**

To install the program insert the CD in your drive and follow the instructions.

## ABOUT THIS PROGRAM

The Pricing & Labor Program is actually two (2) programs in one. First is the DATABASE mode, and second is the ESTIMATING mode.

### DATABASE MODE

The DATABASE mode is used to maintain your database and lookup prices and labor units. In the DATABASE mode you may look-up any price, change any discount, or enter your own prices. Any changes you make to the database can be saved to the hard disk. In this mode you may also printout any page from the database. There are over 600 pages of pricing and labor information in the database.

### ESTIMATING MODE

In the ESTIMATING mode you can compile a pricing sheet with both prices and labor units, create a recap sheet to summarize your selling price, and printout an estimate.

This ESTIMATING mode is ideal for change orders or estimating small jobs. If you need to prepare large estimates you may wish to purchase the Double Click Electrical Estimating Program from Durand & Associates.

# STARTING THE PROGRAM

## DATABASE MODE

To start the program simply double click on the PL icon located on the desktop or use the Start Menu and select Double Click PL.

When the program starts, your screen will display the main database screen.

MATERIAL	TRADE PRICE	ADJUST %	ADJUSTED PRICE	VERSION 2.1B	USER PRICE
GALVANIZED RIGID CONDUIT					
ITEM					
GRC 1 1/2"	\$279.02	C -40	\$167.41		
GRC 3/4"	\$308.39	C -40	185.03		
GRC 1"	\$476.34	C -40	285.80		
GRC 1 1/4"	\$661.83	C -40	397.10		
GRC 1 1/2"	\$771.53	C -40	462.92		
GRC 2"	\$960.67	C -40	576.40		
GRC 2 1/2"	\$1,778.69	C -25	1,334.02		
GRC 3"	\$2,137.54	C -25	1,603.15		
GRC 3 1/2"	\$2,576.91	C -25	1,932.68		
GRC 4"	\$2,819.90	C -25	2,114.93		
GRC 5"	\$5,598.03	C -25	4,198.52		
GRC 6"	\$8,155.07	C -25	6,116.30		

TRADE PRICES ARE WHEATLAND TUBE 12/12/05

SHOW LABOR UNITS

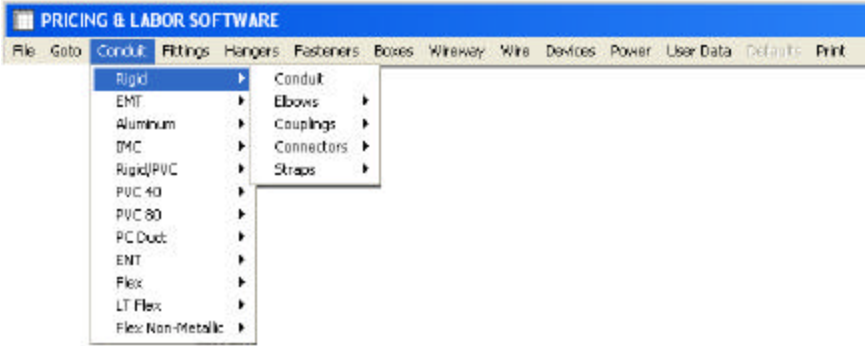
When you first start the program, the main database screen is displayed. The program always loads the price of rigid conduit at start-up. As you can see the material descriptions, trade prices, adjustments, and adjusted prices are displayed. If you wish to display the labor units information, simply press PAGE DOWN key or double click on SHOW LABOR UNITS.

NOTE: The program always starts in the DATABASE mode.

# LOOKING UP A PRICE

## DATABASE MODE

To lookup a price use the mouse to select an item from the pulldown menu located at the top of your screen.



The program will display the prices and labor units for the items you have selected.

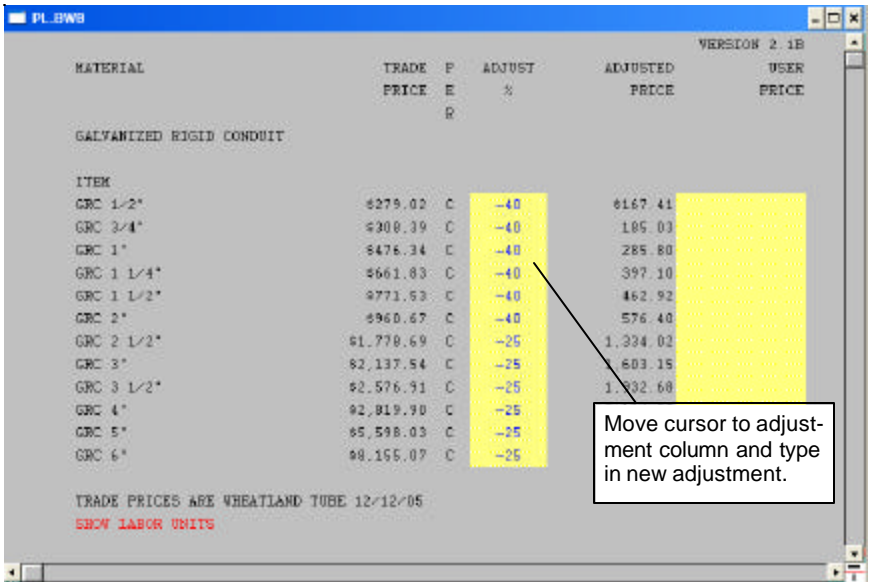


# PRICE & LABOR ADJUSTMENTS

## DATABASE MODE

The database contains adjustments for both material prices and labor units. The material adjustments range from -15% to -50% off the trade price. The labor adjustments are set at a -10% off the Durand & Associates labor units.

If you wish to change these adjustments, simply select the de-sired items from the pulldown menu. Once the item is displayed move the cursor to the adjustment column and type in the new adjustment.



If you want to change the labor adjustment, simply use the Page Down key to display the labor units. Once the labor units are displayed move the cursor to the adjustment column and type in a new labor adjustment.

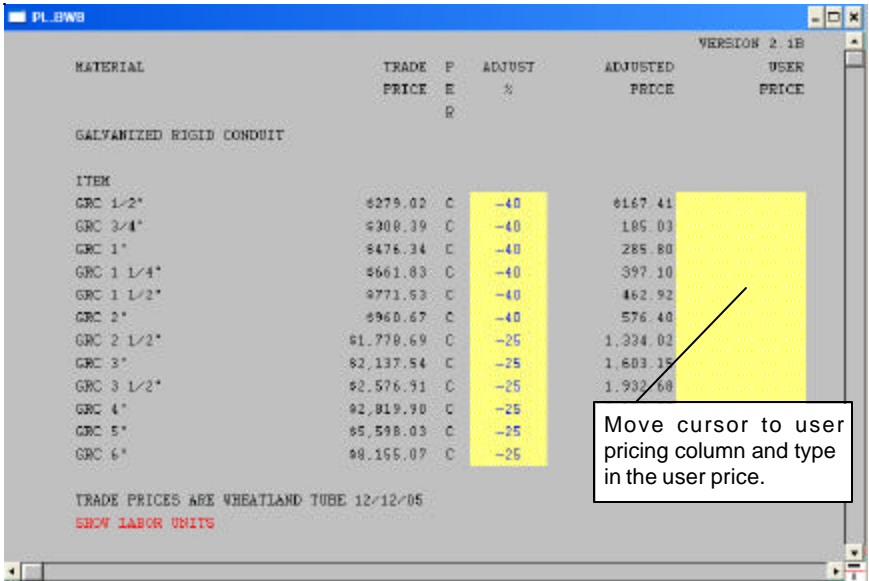
**NOTE:** If you wish to save changes in the adjustments, you must use the FILE/SAVE CHANGES TO DATABASE command before proceeding further. See Page 11 for details.

# USER PRICING & LABOR UNITS

## DATABASE MODE

The database does not contain any user pricing or labor units information.

If you wish to input a user price or labor unit, select the desired items from the pulldown menu. Once the item is displayed move the cursor to the user pricing column and type in the user price.



PL.BWB VERSION 2.1B

MATERIAL	TRADE PRICE	F	ADJUST %	ADJUSTED PRICE	USER PRICE
GALVANIZED RIGID CONDUIT					
ITEM					
GRC 1 1/2"	6279.02	C	-40	6167.41	
GRC 3/4"	6300.39	C	-40	195.03	
GRC 1"	6476.34	C	-40	285.80	
GRC 1 1/4"	6661.83	C	-40	397.10	
GRC 1 1/2"	6771.63	C	-40	462.92	
GRC 2"	6960.67	C	-40	576.40	
GRC 2 1/2"	61,770.69	C	-25	1,334.02	
GRC 3"	62,137.54	C	-25	1,603.15	
GRC 3 1/2"	62,576.91	C	-25	1,932.68	
GRC 4"	62,819.90	C	-25		
GRC 5"	65,598.03	C	-25		
GRC 6"	68,155.07	C	-25		

TRADE PRICES ARE WHEATLAND TUBE 12/12/05  
SHOW LABOR UNITS

Move cursor to user pricing column and type in the user price.

If you want to enter user labor units, simply use the Page Down key to display the labor units. Once the labor units are displayed move cursor to user labor unit column and type in the labor unit.

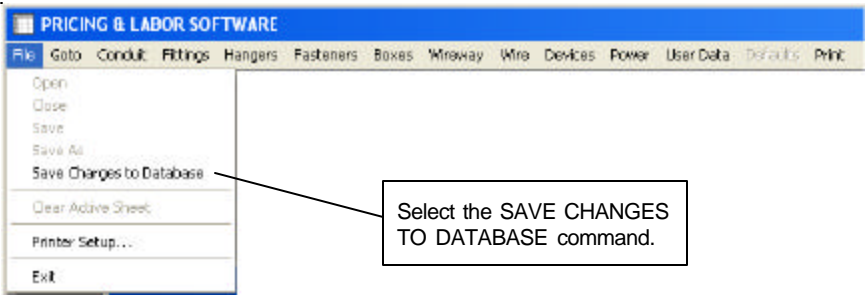
**NOTE:** If you wish to save changes in the user pricing and labor units you must use the FILE/SAVE CHANGES TO DATABASE command before proceeding further.  
See Page 11 for details.

## SAVING CHANGES TO DATABASE

### DATABASE MODE

It is important to understand that when you select an item from the pulldown menu, the program reads the data from your hard disk. It then displays the information on the screen. If you make changes to the information displayed on the screen, you **MUST** save these changes before proceeding further.

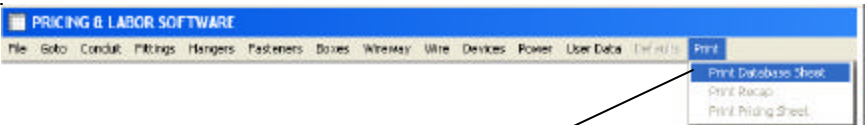
To save changes use the mouse and select the FILE and then select the SAVE CHANGES TO DATABASE command.



Using this command will save the changes to your hard disk. The next time you select this material item the new adjustments or prices will appear on your screen.

### PRINTING PAGE FROM DATABASE

Your database contains over 600 pages of pricing and labor units information. If you wish to print a page, select the desired items from the pulldown menu. Once the items are displayed on the screen, select the PRINT command from the pulldown menu.



Select the PRINT DATABASE SHEET command.

# SAMPLE DATABASE PRINTOUT

## DATABASE MODE

Actual Size ( 8 1/2" x 11" )

If you load your printer with 3-hole paper, you can even printout your own custom pricing & labor book.

MATERIAL	TRADE PRICE	P E R	ADJUST %	ADJUSTED PRICE	VERSION 2.1B USER PRICE
GALVANIZED RIGID CONDUIT					
ITEM					
GRC 1/2"	\$279.02	C	-40	\$167.41	
GRC 3/4"	\$308.39	C	-40	185.03	
GRC 1"	\$476.34	C	-40	285.80	
GRC 1 1/4"	\$661.83	C	-40	397.10	
GRC 1 1/2"	\$771.53	C	-40	462.92	
GRC 2"	\$960.67	C	-40	576.40	
GRC 2 1/2"	\$1,778.69	C	-25	1,334.02	
GRC 3"	\$2,137.54	C	-25	1,603.15	
GRC 3 1/2"	\$2,576.91	C	-25	1,932.68	
GRC 4"	\$2,819.90	C	-25	2,114.93	
GRC 5"	\$5,598.03	C	-25	4,198.52	
GRC 6"	\$8,155.07	C	-25	6,116.30	
TRADE PRICES ARE WHEATLAND TUBE 12/12/05					
LABOR	STANDARD LABOR UNIT	P E R	ADJUST %	ADJUSTED LABOR UNIT	USER LABOR UNIT
GALVANIZED RIGID CONDUIT					
ITEM					
GRC 1/2"	4.00	C	-10	3.60	
GRC 3/4"	4.50	C	-10	4.05	
GRC 1"	5.00	C	-10	4.50	
GRC 1 1/4"	7.00	C	-10	6.30	
GRC 1 1/2"	8.00	C	-10	7.20	
GRC 2"	10.00	C	-10	9.00	
GRC 2 1/2"	12.00	C	-10	10.80	
GRC 3"	14.00	C	-10	12.60	
GRC 3 1/2"	16.00	C	-10	14.40	
GRC 4"	18.00	C	-10	16.20	
GRC 5"	25.00	C	-10	22.50	
GRC 6"	30.00	C	-10	27.00	
LABOR UNITS ARE DURAND & ASSOCIATES 2/1/98					

## CHANGING MODES

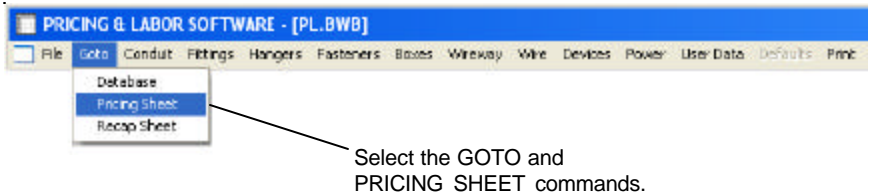
You may switch modes (Database or Estimating) at anytime.  
If you wish to switch to the:

**ESTIMATING MODE** - Simply hold down the CONTROL key and press the P key to display the Price Sheet.

**ESTIMATING MODE** - Simply hold down the CONTROL key and press the R key to display the Recap Sheet.

**DATABASE MODE** - Simply hold down the CONTROL key and press the D key to display the Data Screen.

You may also switch modes by using the pulldown menus.



## DISPLAY PRICING SHEET

### ESTIMATING MODE

To display the Pricing Sheet use the {CONTROL+P} keys or select Pricing Sheet from the pulldown menu. Once you have selected the Pricing Sheet, it will be displayed on the screen.

#	ITEM	QTY	H-PRICE	H/EXT	L/UNIT	L-EXT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						

Now displayed on the screen is the top portion of the Pricing Sheet. If you wish to display other portions of the Pricing Sheet, use the Page Up and Page Down keys.

The screen is displayed in two colors-gray and yellow. The yellow areas of the screen are for user input and the gray areas are for reference only. No entries are allowed in the gray areas.

The cursor is blue when located in a yellow input area on the screen. When the cursor is located in the gray (protected) area of the screen the cursor is black in color. When the cursor color is black, no entries are allowed.

# ENTERING DATA PRICING SHEET

## ESTIMATING MODE

Let's begin by moving the cursor to the yellow area located to the right of Description. Use the mouse or arrow keys to reposition the cursor.

The screenshot shows a software window titled "PRICING SHEET" with a blue title bar. The window contains a data entry form with the following fields and labels:

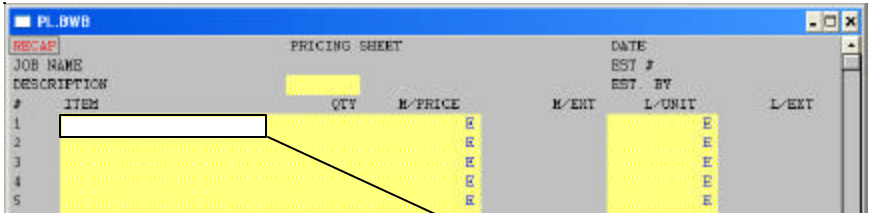
- RE-4F (top left)
- JOB NAME (top left)
- DESCRIPTION (top left)
- DATE (top right)
- BST # (top right)
- BST BY (top right)
- # (left column)
- ITEM (left column)
- QTY (top of yellow area)
- M-PRICE (top of yellow area)
- M-EXT (top of yellow area)
- L-UNIT (top of yellow area)
- L-EXT (top of yellow area)

The table area is filled with a yellow background. A white callout box with a black border points to a cell in the yellow area. The callout box contains the text: "Select this cell and type in 'Branch Wiring'".

# AUTOMATIC PRICE LOOK-UP

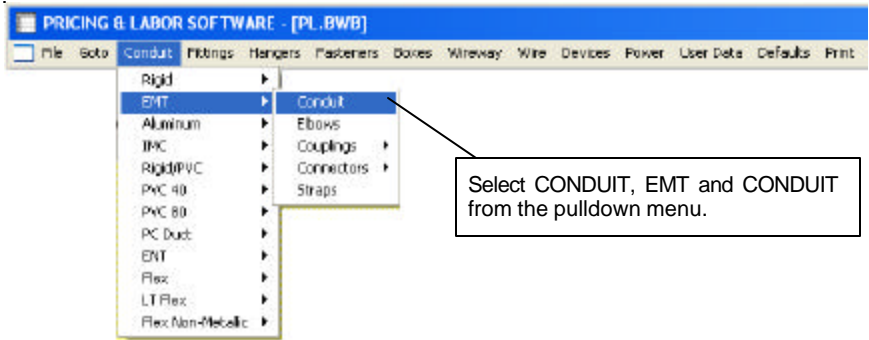
## ESTIMATING MODE

To use the automatic price look-up function place the cursor in the description column of the Pricing Sheet and select material item from pulldown menu.



Place cursor in item description column.

For the purpose of demonstration select CONDUIT, EMT and CONDUIT from the pulldown menu.



Select CONDUIT, EMT and CONDUIT from the pulldown menu.



The material selection screen is now displayed. The items which appear red in color may be selected. Double click on 3/4" EMT to import prices and labor units into pricing sheet.

MATERIAL	TRADE PRICE	P	ADJUST %	ADJUSTED PRICE	USER PRICE
EMT CONDUIT					
ITEM				ACTIVE	
EMT 1/2"	856.81	C	-40	834.09	
EMT 3/4"	9112.08	C	-40	67.49	
EMT 1"	9196.73	C	-40	118.04	
EMT 1 1/4"	9297.47	C	-40	178.48	
EMT 1 1/2"	9365.95	C	-40	219.57	
EMT 2"	9431.81	C	-40	259.09	
EMT 2 1/2"	9688.96	C	-25	516.72	
EMT 3"	9865.23	C	-25	648.92	
EMT 3 1/2"	91,261.63	C	-25	946.22	
EMT 4"	91,268.04	C	-25	951.03	
		C			
		C			

TRADE PRICES ARE UREATLAND TUBE 12/12/05

Once the selection has been made the material description, price, and labor unit will automatically be placed on the Pricing Sheet. You can then enter the quantity of material and the program will automatically calculate the totals.

Information now appears on Pricing Sheet

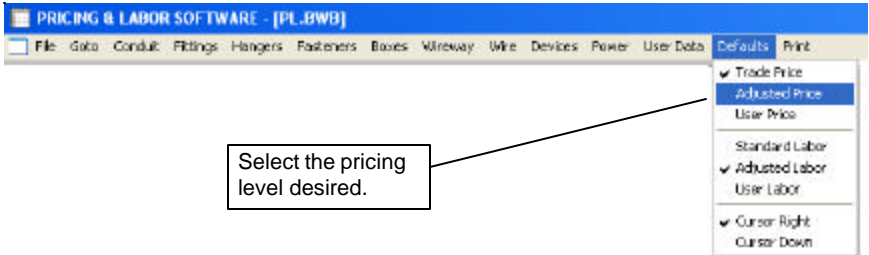
#	ITEM	QTY	M PRICE	M-EXT	L-UNIT	L-EXT
1	EMT 3/4"		67.49 C		3.15 C	
2			E		E	
3			E		E	
4			E		E	

Type in the quantity in the QTY column.

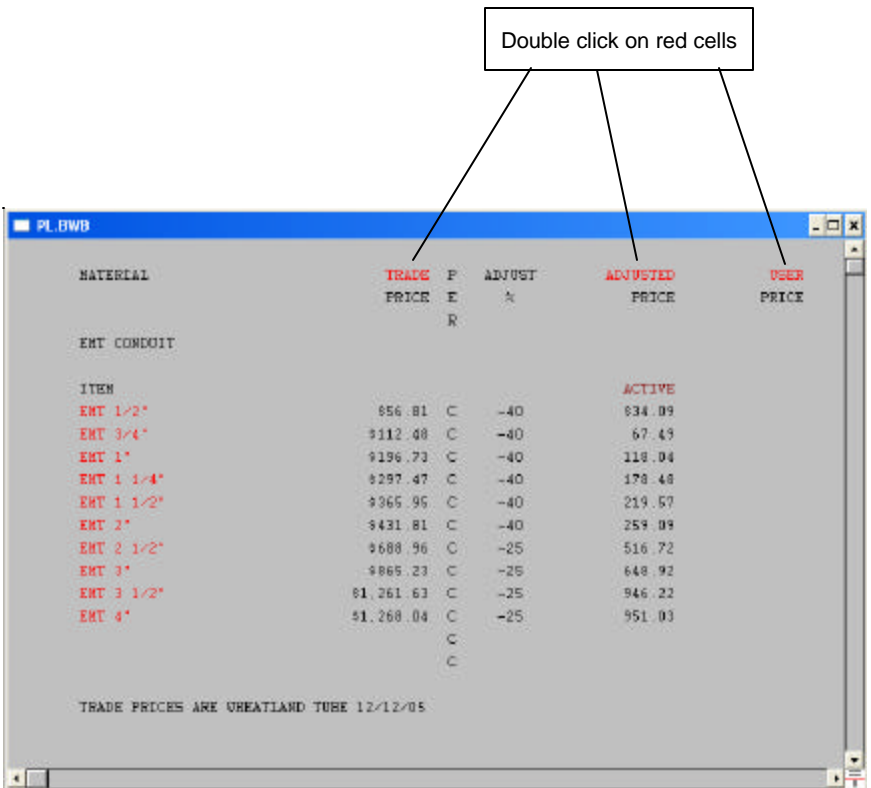
# PRICING & LABOR LEVELS

## ESTIMATING MODE

The program will automatically look-up Trade Prices and Durand & Associates labor units. If you want the program to look-up Adjusted or User pricing levels, you may change the defaults using the pulldown menu.



You may also double click on the red cells to select pricing levels.



## MANUAL ENTRY

### ESTIMATING MODE

You may enter any item on the Price Sheet by simply typing in the description, quantity, price, multipliers, and labor unit.

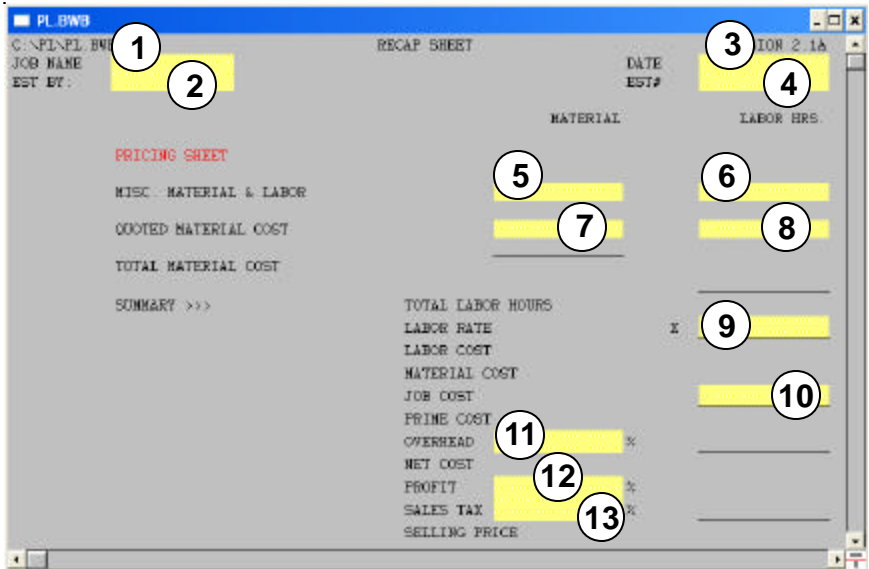
#	ITEM	QTY	M/PRICE	M/EXT	L/UNIT	L/EXT
1					E	E
2					E	E
3					E	E
4					E	E

- 1 - Enter the material description by typing in the description of the item desired.
- 2 - Enter the quantity of the item.
- 3 - Enter the price of the item. (Note: Do not type in the dollar sign (\$) the program will do that automatically.)
- 4 - Enter the multiplier. ( E = Each, C = Per 100, or M = Per 1000)
- 5 - Enter the labor unit.
- 6 - Enter the multiplier. ( E = Each, C = Per 100, or M = Per 1000)

# DISPLAY RECAP SHEET

## ESTIMATING MODE

To display the Recap Sheet use the {CONTROL+R} keys or select Recap Sheet from the pulldown menu. Once you have selected the Recap Sheet, it will be displayed on the screen.

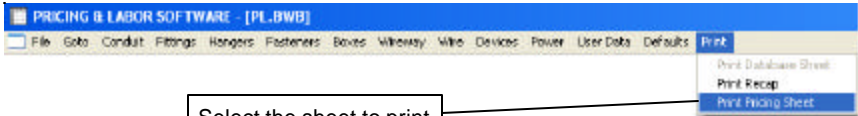


- 1 - Enter job name.
  - 2 - Enter estimator's name.
  - 3 - Enter date.
  - 4 - Enter estimate number.
  - 5 - Enter misc. material cost.\*
  - 6 - Enter misc. labor hours.
  - 7 - Enter quoted material cost.\*
  - 8 - Enter labor for quoted items.
  - 9 - Enter labor rate.\*
  - 10 - Enter job cost.\*
  - 11 - Enter overhead percentage.
  - 12 - Enter profit percentage.
  - 13 - Enter sales tax percentage.
- \* Note:  
Do not type in the dollar sign (\$) the program will do that automatically.)

# PRINTING PRICING & RECAP SHEETS

## ESTIMATING MODE

You may print the Pricing & Recap Sheets by selecting the PRINT command from the pulldown menu.



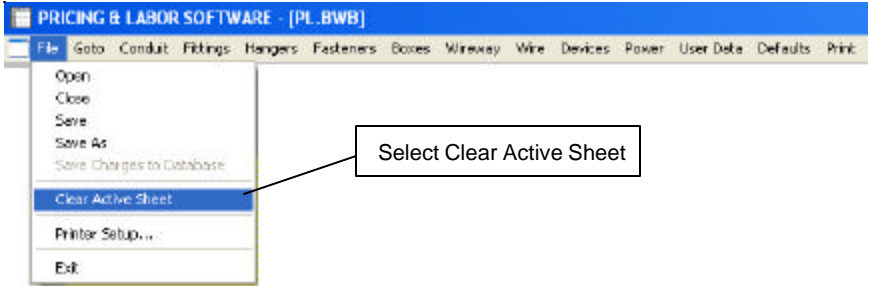
## SAMPLE PRINTOUT ( Actual Size 8 1/2" x 11" )

JOB NAME		PRICING SHEET		DATE		
DESCRIPTION				EST #		
#	ITEM	QTY	MPRICE	MIXT	UNIT	LEDT
1	BMT 1/2"	125	\$58.81 C	\$71.01	2.92 C	3.66
2	BMT CONN 55 DC 1/2"	16	\$58.00 C	\$8.96	4.50 C	0.72
3	BMT COUP 55 DC 1/2"	16	\$58.00 C	\$8.40	4.50 C	0.72
4	BMT STRAP 1H 1/2"	36	\$28.10 C	\$10.12	4.50 C	1.62
5			E		E	
6			E		E	
7			E		E	
8			E		E	
9			E		E	
10			E		E	
11			E		E	
12			E		E	
13			E		E	
14			E		E	
15			E		E	
16			E		E	
17			E		E	
18			E		E	
19			E		E	
20			E		E	
21			E		E	
22			E		E	
23			E		E	
24			E		E	
25			E		E	
26			E		E	
27			E		E	
28			E		E	
29			E		E	
30			E		E	
31			E		E	
32			E		E	
33			E		E	
34			E		E	
35			E		E	
36			E		E	
37			E		E	
38			E		E	
39			E		E	
40			E		E	
41			E		E	
42			E		E	
43			E		E	
44			E		E	
SUBTOTAL						6.72
MULTIPLIER (DEFAULT=1)				X	1.00	1.00
SHEET TOTALS FORWARDED TO >>> RECAP						6.72

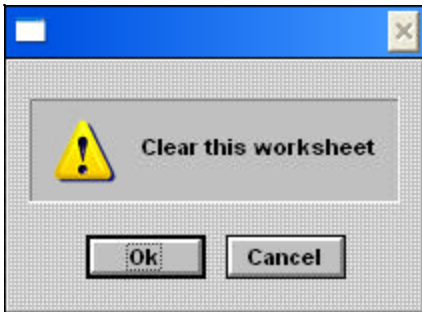
## CLEARING A PRICING SHEET

### ESTIMATING MODE

You may clear a pricing & recap sheet by selecting the CLEAR command from the pulldown menu.



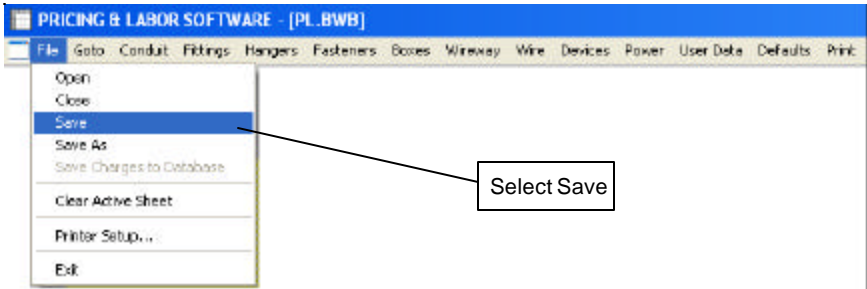
Program will ask if you want to clear sheet.



## SAVING A FILE

## ESTIMATING MODE

You may save an estimate file to the hard disk by using the FILE SAVE COMMAND from the pulldown menu.



You may also save the file by a new name by using the FILE SAVE AS command. After you select the FILE SAVE AS command, the program will ask you to enter the name of the file to save. The file name must contain no more than eight (8) letters.

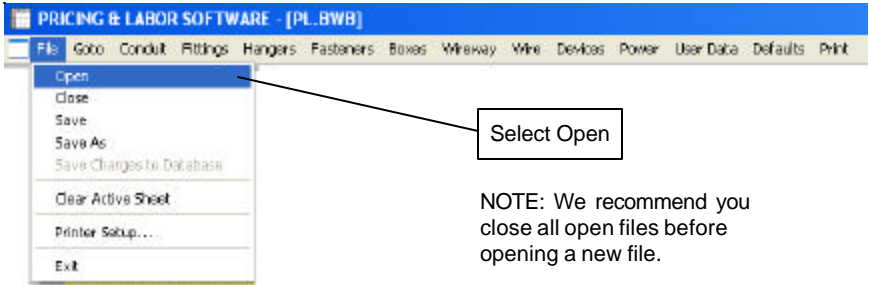


NOTE: **Do not use any spaces in the filename.**

## OPENING A FILE

## ESTIMATING MODE

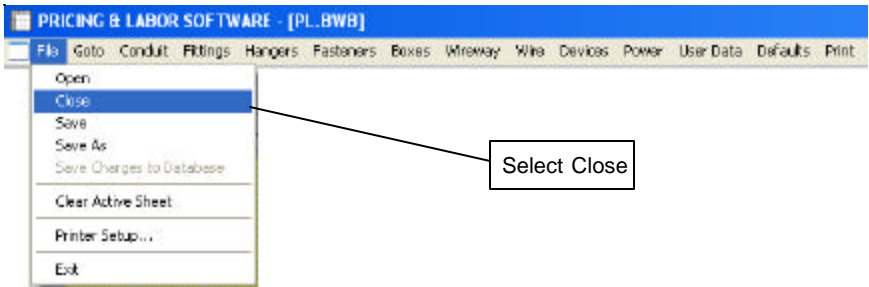
You may retrieve an estimate file from the hard disk by using the FILE OPEN COMMAND from the pulldown menu.



NOTE: We recommend you close all open files before opening a new file.

## CLOSING A FILE

You may close an estimate file by using the FILE CLOSE COMMAND from the pulldown menu.



## DELETING A FILE

You may not delete an estimate file from within the program. To delete a file exit the program and delete the file using Windows commands.

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