# **労務費の適切な転嫁のための価格交渉に関する指針（令和５年１１月２９日内閣官房・公正取引委員会）別添**

**価格交渉の申込み様式（例）**

**御見積書**

**○年○月○日**

**（発注者）　御中**

**（受注者）**

**下記のとおり、御見積もり申し上げます。**

**見積日　　　　年　　月　　日**

**有効期限　　　年　　月　　日**

**商品名（例：業務名、品番、件名）**

原材料価格、エネルギーコスト、労務費など、**各コスト要素に分けて**、それぞれ単価、小計等を作成

**合計金額　　　　　　　円**

**内訳**

**１　原材料価格（素材費、部品購入費等）**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **（例）**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **単価** | **数量** | **金額** | **（備考）旧単価（円）／**  **単価上昇率（％）** | | **材料・品番** |  |  |  |  | | **・・・** |  |  |  |  |   **小計　　円** |

**２　エネルギーコスト（電気代、ガス代、ガソリン代等）**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **（例）**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **単価** | **総使用量** | **貴社向け売上比率** | **金額** | **（備考）単価上昇率（％）** | | **電気代** |  |  |  |  |  | | **・・・** |  |  |  |  |  |   **小計　　円** |

**３　労務費（定期昇給、ベースアップ、法定福利費等）**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **（例１）**   |  |  |  |  | | --- | --- | --- | --- | | **改定前の労務費総額** | **労務費の上昇額**  **※改定前の支払い実績（定期昇給、ベースアップ、法定福利費等）に最低賃金・春季労使交渉妥結額等の上昇率を乗じて算出** | **貴社向け売上比率** | **金額** | | **円** | **円** | **％** | **円** |   **（例２）**   |  |  |  |  | | --- | --- | --- | --- | | **現在の労務費単価** | **人数** | **労務費の上昇率**  **※最低賃金・春季労使交渉妥結額等の上昇率** | **金額** | | **円／人・日** | **人・日** | **％** | **円** |   **小計　　円** |

**４　その他**

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| **（例）設備償却費、保管料、輸送費等**  **小計　　円** |