

A CLEARER NEXT STEP

Decide before you commit.

Five reusable worksheets for organizing a home improvement or construction project. Bring the same information to each conversation, and record what remains unresolved.

A simple working rhythm

01 / Define the scope

Write down the outcome, rooms and exclusions before requesting prices.

02 / Compare like for like

Normalize inclusions, allowances and responsibilities across proposals.

03 / Resolve selections

Track quantity, specification, lead time and the cost of uncertainty.

04 / Record decisions

Keep a dated record with an owner, next step and written confirmation.

05 / Check readiness

Review documents, dependencies and open questions before work starts.

Use one copy per project. Update it as decisions change.

Planning aid only. It does not replace project-specific plans, professional design, contractor due diligence or a written agreement. Illustrative examples are not price estimates.

WORKSHEET 01

Scope readiness

Make the desired outcome clear enough that different contractors can price the same work. Mark unresolved details rather than filling gaps with assumptions.

Project / address / date

Desired result - what will change, and why?

Work area	Included work	Excluded / unresolved

- ☐ **Documents**
List the drawings, specifications and photos shared with each bidder.
- ☐ **Responsibilities**
Identify who coordinates permits, design, selections and site access.
- ☐ **Success measure**
Describe what completion looks like and how it will be checked.

Before requesting a price: circulate one dated scope version to every bidder.