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Free guide · 5 min read

AI for tradespeople: 10 prompts for the paperwork

For builders, plumbers, electricians, decorators and gardeners. Ten prompts for the evening paperwork: quotes, follow-ups, chasing payment and getting reviews.

How to use these

Open ChatGPT, Claude, Gemini or Copilot on your phone in the van. The free versions are fine, and most let you talk instead of type. Paste a prompt and swap the [brackets] for your own details.

YOU'RE THE EXPERT

Use AI for the wording. Don't rely on it for regulations, safety, measurements or prices. Check anything technical the way you always would.

Winning the job

PROMPT 1

Turn site notes into a clear quote

You've seen the job and need to send a price tonight.

Write a clear quote for a customer. The job: **[what you'll do]**. Price: **[amount]** including **[materials, labour, VAT or not]**. Not included: **[extras]**. Start date: **[date]**. How long: **[time]**. Payment terms: **[terms]**. Plain English, easy to say yes to, with one line on why they can trust us: **[e.g. 15 years' experience, insured, guarantee]**.

PROMPT 2

Follow up a quote

You quoted a week ago and heard nothing.

Write a short, friendly text to a customer I quoted for **[job]** on **[date]**. Ask if they have any questions and mention that I have availability from **[date]**. No pressure, under 50 words.

PROMPT 3

Explain the options to a customer

There's a cheap way and a proper way, and they need to choose.

Explain these options to a customer with no technical knowledge: **[option A with cost and what it means]** and **[option B with cost and what it means]**. Be fair to both, explain the difference in what they get and how long it lasts, and say which I'd recommend and why: **[your reason]**. Under 150 words.

Running the job

PROMPT 4

Tell a customer about a delay or an extra

You've opened it up and found a problem.

Write a message to a customer explaining that **[what you found]**, which means **[the extra work, cost and time]**. Be honest and calm, explain why it couldn't be known earlier, and ask them to confirm before I go ahead. Under 110 words.

PROMPT 5

Write a simple job sheet

You're sending someone else to do it.

Turn these notes into a clear job sheet for **[who]**: **[address area, what needs doing, materials, access, customer notes]**. Numbered steps, a materials list, and what "finished" looks like.

Getting paid

PROMPT 6

Chase an unpaid invoice, three ways

Job done, money not in.

Write three payment reminders for invoice **[number]** for **[amount]**, due on **[date]**. One: a friendly nudge. Two: firmer, a week later. Three: a final notice mentioning **[your terms]**. Each under 70 words, with how to pay.

PROMPT 7

Ask for a deposit or staged payments

A bigger job, and you're buying the materials.

Write a short, professional message explaining my payment terms for a job worth **[amount]**: **[deposit, stages, final payment]**. Explain why, briefly, and make it sound normal. Under 80 words.

Getting more work

PROMPT 8

Ask for a review

The customer is delighted. Ask before you leave the drive.

Write three short texts asking a happy customer to leave a review on **[Google / Checkatrade / other]**, with the link **[link placeholder]**. Friendly, under 40 words each.

PROMPT 9

Write up a job for your website or socials

Good before-and-after photos, no words to go with them.

Write a short post about a job I've finished: **[what the problem was, what I did, the result, the area, how long it took]**. No customer names or addresses. Under 80 words, plain, with a line on how to get a quote.

PROMPT 10

Reply to a complaint

Someone's unhappy and you want it sorted, not escalated.

Write a calm reply to this complaint: **[paste it, without names]**. What happened from my side: **[your side]**. What I'm offering: **[what you'll do]**. Polite, no blame, clear next step. Under 110 words.

Get your evenings back

Paint a normal working day on doingit.today. We'll turn it into plain steps, mark the ones AI could help with, and teach you each one in a short lesson. No tech background needed.

Free to start. No tech background needed.

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