GENERAL CONTRACTOR / 01

BUILD THE PROJECT BRIEF

Give every contractor the same project goals, areas, and starting conditions.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Project type, property use, and the result I want

Rooms, exterior areas, structures, or systems included

Existing conditions, known concerns, and photos or records available

People using the property and occupied-space considerations

Preferred planning window, access limits, and important dates

My three highest priorities for the first contractor conversation

Preparation only. Not construction, code, permit, contract, or legal advice.

GENERAL CONTRACTOR / 02

MAP SCOPE AND RESPONSIBILITIES

Separate requested results, open decisions, and ownership of each task.

Area / requested result / confirmed work to discuss

Design, drawings, measurements, or specialist input already available

Open selections: layout, finishes, fixtures, equipment, or materials

Owner-supplied items and ordering, delivery, storage, and installation roles

Work or services expected from separate specialists or vendors

Known exclusions, future phases, and undecided scope questions

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GENERAL CONTRACTOR / 03

PREPARE ACCESS AND DECISIONS

Tick only what is documented or ready to discuss.

- [ ] Project areas and desired results are listed
- [ ] Existing photos, plans, records, or reports are organized
- [ ] Confirmed choices are separated from open selections
- [ ] Owner-supplied items and responsibilities are identified
- [ ] Occupied-space and access constraints are ready to discuss
- [ ] Design, specialty-trade, and authority questions are flagged for qualified parties
- [ ] Communication and decision contacts are identified
- [ ] Proposal comparisons will use the same requested scope

Parking, entry, storage, delivery, utility, or work-hour notes

People, pets, furnishings, business operations, or neighbor considerations

Decision-maker, routine contact, and urgent communication plan

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GENERAL CONTRACTOR / 04

QUESTIONS FOR THE CONTRACTOR

Record how this contractor would coordinate and document the project.

Scope: how will rooms, results, responsibilities, and exclusions be documented?

Team: who supervises, coordinates trades, and communicates with me?

Selections: what must be decided, ordered, supplied, or approved by whom?

Proposal: which assumptions, allowances, and open items need clarification?

Changes: how are discoveries, options, schedule effects, and approvals recorded?

Closeout: what completion review, records, and unresolved-item process is included?

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GENERAL CONTRACTOR / 05

COMPARE THE SAME PROJECT

Use A and B in every box. Clarify differences before choosing.

Contractor A / Contractor B / walk-through and proposal dates

Rooms, work scope, design coordination, and responsibility split - A / B

Team, supervision, selections, owner-supplied items, and schedule approach - A / B

Assumptions, exclusions, changes, written terms, closeout, and open questions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai and start a general contractor request. Share the project areas, desired result, decision status, access constraints, and responsibility questions so participating pros can compete for your business with proposals. Compare scope, coordination, timing, written terms, and fit.

Start a request

One request. Every pro's best offer.

Participation varies. A site visit and planning conversation may be needed before a final project proposal.

Planning guide: https://www.pickyourpro.ai/services/general-contractor

Federal Trade Commission: How to avoid a home improvement scam (official reference)

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