

# Before You Pick Up the Tools

## 15-Point Job Start Checklist for Solo Contractors

- ☐ Written scope, in plain English, sent to the customer
- ☐ Exclusions listed: what's NOT included
- ☐ Customer approved the quote in writing (signature, text, or email)
- ☐ Deposit received (not just promised)
- ☐ Change-order rule explained: extras are priced and approved first
- ☐ Who handles any required permit or inspection is written down
- ☐ Start date and arrival window confirmed by text
- ☐ Materials list priced and ordered (or customer-supplied items on site)
- ☐ Access confirmed: keys, pets, parking, who will be home
- ☐ Work area clear, or the quote says who moves things
- ☐ "Before" photos taken of the work area and nearby finishes
- ☐ Payment method for the balance agreed
- ☐ Final invoice plan: when it goes out and how it's paid
- ☐ Job folder started: quote, approvals, photos
- ☐ Minimum charge and hourly rate checked: this job pays you

**Want the forms and scripts that go with this list? Get the "No Free Work" Change Order & Payment Pack from Solo Trade Office.**

*Disclaimer: Solo Trade Office provides business templates only. This is not legal, tax, accounting, or electrical/building code advice. Rules on contracts, deposits, change orders, liens, licensing, and sales tax vary by state and city. Check your local laws and talk to a qualified professional before relying on any template.*