

ChatGPT & Claude Prompts for Builders & Trades

A practical starter library of AI prompts for quoting, client updates, supplier comms, and site admin

Direct answer: what can a builder or trade business use ChatGPT or Claude for?

Plenty of the writing that eats your evenings. Turn rough site notes into tidy quotes and scopes, word a variation clearly, keep clients and homeowners updated, chase suppliers and subbies without sounding sharp, and get a first draft of a SWMS (Safe Work Method Statement) or site safety plan or a method statement. It is also good for review requests and general admin. The rule that runs through all of it: the AI drafts the words, but you set and check the prices, and a person signs off anything that goes to a client.

1. Quotes, scopes & variations

These take the scribbled version in your head (or your notes app) and give you a clean, client-ready draft. You fill in and check every price before it goes out.

Rough notes into a tidy quote

You are helping a builder write a clear, professional quote. Here are my rough notes for a job at [job address] for [client name]: [paste your notes]. Turn them into a tidy quote with a short intro line, a clear scope of works as bullet points, and a list of line items with a blank space next to each for me to fill in the price. Leave all pricing blank – I will add and check the numbers. Keep the tone straightforward and friendly.

Write a clear scope of works

Write a scope of works for [scope] at [job address]. Break it into what is included, what is excluded, and any assumptions (access, existing conditions, who supplies materials). Use plain language a homeowner can understand. Do not invent measurements or quantities I have not given you – leave a [TBC] placeholder where you need a number from me.

Word a variation

The client at [job address] has asked for a change: [describe the change]. Write a short, clear variation that explains what is changing, why it affects the original scope, and that it will change the price and possibly the timeline. Leave the [amount] and any new dates blank for me to fill in. Keep it polite and matter-of-fact, not defensive.

Explain a quote that came in high

A client thinks my quote of [amount] for [scope] is expensive. Using only the scope and inclusions I give you here – [paste scope] – write a friendly reply that walks through what is included and the work involved, without

being pushy or apologising for the price. Do not make up costs or comparisons; just explain the value of what is in the scope.

2. Client & homeowner updates

The updates that keep a job calm — progress notes, delay messages, and the awkward “we found something” conversation. A clear heads-up early saves a hard phone call later.

Weekly progress update

Write a short weekly progress update for [client name] on the job at [job address]. This week we [what got done]. Next week we plan to [what is next]. Anything the client needs to do or decide: [list, or “none”]. Keep it to a few sentences, warm and clear, so they feel looked after without me writing an essay.

Explain a delay honestly

I need to tell [client name] that the job at [job address] is running behind because [reason – weather, materials, subbieavailability]. Write an honest, calm message that explains the delay, gives the new expected timing of [new date], and reassures them the work quality is not affected. Do not over-promise or blame anyone.

“We found something” message

While working at [job address] we uncovered [describe the issue, e.g. rot, old wiring, a slab problem]. Write a message to [client name] that explains what we found, why it matters, and that it will likely need a variation to fix properly. Say I will send costs separately – leave the [amount] out. Keep the tone reassuring and solution-focused.

Job-complete handover note

Write a friendly handover message for [client name] now that the job at [job address] is finished. Thank them, summarise what was done at a high level, mention any care or maintenance notes for [product/ material], and let them know how to reach me if anything comes up. Keep it short and genuine.

3. Supplier, subcontractor & chasing

The back-and-forth with your supplier price lists, your subbies, and the invoices that have not been paid. Firm but fair, and quick to send.

Request a supplier quote

Write a short email to a supplier asking for a price and lead time on [product/material] for a job at [job address]. I need [quantity / spec – fill in]. Ask them to confirm availability and delivery date. Keep it brief and professional. Do not commit to any price – I am only asking for a quote.

Book or brief a subbie

Write a clear message to a subbie to book them for [scope] at [job address] around [dates]. Spell out what the work involves, what they need to bring, site access details, and ask them to confirm availability and their rate. Keep it friendly and to the point.

Chase an overdue invoice (politely)

Write a polite but firm follow-up to [client name] about an invoice of [amount] for the job at [job address] that is now [X] days overdue. Assume it is an oversight, restate the amount and due date, and give an easy way to pay. Keep the relationship intact – friendly first, not a legal threat.

Chase a missing supplier delivery

Write a short message to a supplier chasing [product/material] that was due for the job at [job address] on [date] and has not arrived. Ask for a firm updated delivery time, and explain politely that it is holding up the work. Stay professional – I want to keep using them.

4. Safety, compliance & site docs (first drafts)

The AI is genuinely useful for getting a first draft of a safety document on the page — but a WHS-compliant document is only finished when a competent person completes and verifies it against the actual site and the real hazards. Treat everything here as a starting point, never the final word.

First draft of a SWMS (Safe Work Method Statement) or site safety plan

Draft a starting-point SWMS for [scope] at [job address]. List the likely high-risk activities, the hazards for each, and suggested control measures in a simple table. Flag clearly at the top that this is a draft only and must be reviewed, completed, and signed off by a competent person against the real site. Do not claim it is complete or WHS-compliant.

Method statement outline

Write a first-draft method statement for how we will carry out [scope] at [job address], step by step, including the sequence of work, plant and equipment, and where I should insert site-specific controls. Leave clear

[insert site detail] placeholders rather than guessing. Note at the top that a competent person must review and finalise it.

Toolbox talk from a topic

Write a short, plain-language toolbox talk for my crew on [topic, e.g. working at heights, silica dust, manual handling]. Cover why it matters, the main risks, and simple do's and don'ts. Keep it to something I can read out in a few minutes. Remind me to add anything specific to our site.

Turn site notes into an incident record

Turn my rough notes about a near-miss or incident into a clear, factual first-draft record: [paste notes]. Structure it as what happened, when and where, who was involved, and immediate actions taken. Stick strictly to what I have told you – do not add or assume any details. Note that I need to review and complete it per our reporting process.

5. Marketing, reviews & admin

The bits that grow the business and keep it tidy — asking for reviews, a quick social post, and cleaning up the admin so the office side does not fall behind the tools.

Ask a happy client for a review

Write a short, warm message asking [client name] for a Google review now that we have finished [scope] at [job address]. Make it easy – thank them, say a quick review really helps a small local business, and leave a spot for me to paste the review link. Keep it genuine, not salesy.

Quick job post for social

Write a short, casual social post about a job we just finished: [scope] at a place in [suburb/area]. Focus on the craftsmanship and the result. Do not name the client or exact address. Suggest a few simple hashtags relevant to [trade]. Keep it real – no hype or fake claims.

Reply to a review

Write a short, genuine reply to this review a client left: [paste review]. Thank them, mention something specific from what they said, and keep it professional. If the review is negative, stay calm and constructive, acknowledge their point, and offer to sort it out offline – no arguing.

Tidy up a messy email before sending

Here is a rough email I typed on my phone between jobs: [paste]. Clean up the spelling and grammar and make it clear and professional, but keep it sounding like me – not stiff or corporate. Do not change any facts, dates, or numbers.

The one rule to keep

The AI drafts the words; you set and check the prices. A person signs off anything that goes to a client. And safety documents are only ever a starting point — a competent person must complete and verify them against the real site before anyone relies on them.

When prompting isn't enough

Prompting like this is manual — one quote, one email, one variation at a time. You are still the one pasting in notes, typing the prices, and remembering to follow up. For the occasional job, that is completely fine, and this library will save you real time.

The limit shows up when the *same* workflow runs every day: the same quote structure, the same client updates, the same chasing of supplier price lists and subbies. At that point you do not want to re-prompt from scratch each time — you want it built into your systems, pulling your real pricing, sitting on your own templates, and drafting in the background, with you or your office signing off before anything goes out.

That is the work SG1 does: taking a repeated quoting, updating, or chasing workflow and automating it properly inside your tools, with a human approving the output. If you have hit the ceiling of copy-paste prompting, that is the honest next step.