

01 / DEFINE THE PROJECT

Start with the same scope.

A practical brief for your commercial painting project.

MAKE EACH QUOTE COMPARABLE

Give every contractor this same brief. Ask them to identify assumptions, exclusions and optional work separately, so differences are easy to spot.

Property / business name**Site address / areas in use****Project contact / role / preferred contact details****Scope / surfaces / rooms / approximate quantities****Existing condition / repairs / preparation to include****Occupancy / business operations to protect****Access / work hours / restricted areas****Timing / sequence / shutdown windows****Furniture / equipment / protection needs****Known exclusions / items needing a site review**

Three quotes. One view.

Record what each quote actually includes. Mark missing details "Clarify".

	QUOTE 01	QUOTE 02	QUOTE 03
Contractor name			
Preparation Repairs / methods			
Products / coats System / coat count			
Protection / access Hours / containment			
Exclusions Allowances / extras			
Cleanup / handover Waste / touch-ups			
Warranty terms Written limits / term			
Price / taxes Subtotal / tax / total			
Scope match Gaps / differences			

Compare the same surfaces, preparation and finish before comparing totals.
Use page 3 for longer answers. Ask for a revised written quote when details change.

03 / CLARIFY BEFORE CHOOSING

Close the gaps in writing.

Tick each item once you have a clear answer for the quotes you are considering.

- ☐ The same rooms, surfaces and quantities are covered.
- ☐ Preparation, repairs and existing-condition assumptions are stated.
- ☐ Products, finish and coat counts are specified.
- ☐ Protection, work hours, access and occupancy needs are addressed.
- ☐ Exclusions, allowances and approval of extra work are explained.
- ☐ Cleanup, touch-ups and handover expectations are clear.
- ☐ Any warranty terms, limits and exclusions are provided in writing.
- ☐ Subtotal, applicable taxes and total are separately identified.

Questions to send / contractor / requested clarification**Written answers / quote changes / follow-up notes****Preferred quote / reasons / items still unresolved****READY TO PLAN YOUR PROJECT?**

<https://painterzrus.com/resources/project-planner>

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