

AI Made Simple for Contractors

Prompt Library — 15 ready-to-use prompts

These prompts are starting points. Replace the [BRACKETED] details with your own information. Never include sensitive customer data. Always review what AI gives you before using it.

Module 1 prompt (try it today — replace 'roofing' with your trade):

Explain artificial intelligence to a 60-year-old roofing contractor who has never used AI. Use very simple English. Give me five examples of how AI can help a roofing business save time and make money. Avoid technical words.

1. Customer inquiry response

Act as my office assistant. Write a friendly, professional reply to a customer who is asking about [SERVICE]. Ask for the information needed to understand the job, such as location, type of work, photos if appropriate, and preferred appointment times. Keep it short and easy to understand.

2. Appointment rescheduling

Write a polite text message to [CUSTOMER] explaining that we need to reschedule the [DATE/TIME] appointment because of [REASON]. Apologize for the inconvenience and offer [NEW OPTIONS]. Keep the message professional and friendly.

3. Estimate preparation

Help me prepare a draft estimate for [JOB TYPE]. The known details are [SCOPE, MEASUREMENTS, MATERIALS]. Ask me for missing information before creating the draft. Include labor, materials, preparation, disposal, permits if applicable, exclusions, assumptions, and payment milestones. Do not invent prices or quantities.

4. Proposal scope of work

Turn these contractor notes into a clear draft scope of work for a customer proposal: [PASTE NON-SENSITIVE NOTES]. Organize work included, materials, schedule assumptions, exclusions, customer responsibilities, and items requiring

confirmation. Do not add promises or technical requirements that I did not provide.

5. Follow-up after estimate

Write a polite follow-up message to a customer who received an estimate for [PROJECT] on [DATE]. Ask whether they have questions and offer to discuss the scope. Do not pressure the customer.

6. Change order draft

Help me create a draft change order for this customer-requested change: [DESCRIBE CHANGE]. Ask for missing details about added work, materials, labor, schedule impact, price, and approval. Clearly label anything not yet confirmed.

7. Daily jobsite report

Turn these field notes into a daily construction progress report. Include date, project, crew, work completed, materials delivered, delays, safety observations reported by the crew, issues needing follow-up, and next steps. Do not invent missing facts. Notes: [PASTE NOTES].

8. Photo description

Describe only what is visible in this jobsite photo. Separate direct observations from possible concerns. List questions a qualified contractor should inspect in person. Do not conclude that hidden structure, electrical systems, code compliance, or safety conditions are acceptable.

9. Punch list

Create a punch list from these project notes: [PASTE NOTES]. Organize each item by location, task, priority, responsible person if provided, and status. Do not invent completion dates or assign people without information.

10. Marketing post

Create a Facebook post for my [TRADE] business serving [SERVICE AREA]. We offer [SERVICES]. Use a friendly, trustworthy tone and a clear call to action. Do not invent testimonials, awards, licenses, discounts, or guarantees.

11. Flyer concept

Create the text and layout concept for a simple promotional flyer for [BUSINESS NAME], a [TRADE] company serving [AREA]. Include a headline, services, contact details placeholder, and call to action. Keep it easy to read on a phone. Do not invent business details.

12. Job cost analysis

Organize the following job data into a table: [PASTE DATA]. Show labor, materials, other costs, total cost, customer price, and gross profit if the required numbers are supplied. Show formulas and identify missing information. Do not make up values.

13. Weekly schedule

Help organize this week's jobs: [PASTE JOBS AND CONSTRAINTS]. Create a draft schedule with job, address or service area (use only what I provide), estimated duration, crew, and dependencies. Flag conflicts and ask questions before assuming travel times or availability.

14. Customer complaint response

Help me respond professionally to this customer complaint: [PASTE NON-SENSITIVE SUMMARY]. Acknowledge the concern, avoid admitting facts I have not confirmed, propose a reasonable next step, and keep the tone calm and respectful.

15. 30-day AI adoption plan

Act as a practical business coach for a small [TRADE] contractor. Build a 30-day beginner plan for using AI. I can spend [MINUTES] per day learning. Focus on customer communication, estimates, marketing, and organization. Give me one small task per day and a simple way to measure whether it helped.

Safety rules to remember

- AI can make mistakes, misunderstand instructions, or provide outdated information.
- Verify measurements, quantities, material specifications, pricing, tax, permit needs, and calculations.
- Do not rely on AI alone for building-code interpretation, structural engineering, electrical safety, gas work, hazardous materials, or other regulated or safety-critical decisions.
- A photograph cannot reveal hidden damage or prove that a system is safe or code-compliant.
- Review every estimate, proposal, invoice, contract, and customer message before sending it.
- Do not upload passwords, payment card details, sensitive customer data, confidential contracts, or private employee information unless the business has approved the use and appropriate protections.
- Use fictional or anonymized examples for demonstrations.
- Obtain permission before recording meetings, customers, employees, or jobsite conversations.

AI is a tool. You are the business owner. You make the important decisions.