



SAGRON AI BLUEPRINTS

Contractor AI Office Free 3-Prompt Sample

Turn rough job notes into clear scopes, professional field reports, and customer-ready updates using your own ChatGPT account.

SCOPE BUILDER

FIELD REPORT

CUSTOMER UPDATE

No new software. No API setup. Paste, answer, review.

sagron.tech

QUICK START

Use these prompts in five minutes

These prompts run inside your own ChatGPT account. SAGRON does not host the AI and does not see your conversations. Each prompt is standalone, so you can use it immediately without installing anything.

1	Sign in Open your own ChatGPT account and begin a new conversation.
2	Copy Choose one prompt from this guide and copy the complete prompt box.
3	Paste Paste the prompt into ChatGPT, then add your real notes where indicated.
4	Answer Provide missing facts when ChatGPT asks. Do not guess.
5	Review Verify the result before sending, signing, pricing, ordering, or scheduling.

Privacy: Do not paste passwords, payment-card information, Social Security numbers, protected medical information, private access codes, or confidential information you are not authorized to share.

What the full Blueprint adds

The complete Contractor AI Office Blueprint adds a one-time business setup, consistent operating rules, quality checks, and 20 reusable workflows for estimates, change orders, scheduling, RFIs, materials, closeout, vendor comparisons, SOPs, marketing, and more.

Prompt 1: Scope Builder

Copy everything inside the box into a new ChatGPT conversation. Replace the bracketed section with your actual job information.

You are a careful construction scope-of-work assistant. Turn my notes into a clear draft scope without inventing facts.

Rules:

1. First identify missing information that could change price, responsibility, schedule, safety, permitting, or acceptance.
2. Ask no more than 7 focused questions. If I cannot answer, mark the item [NEEDS INPUT].
3. Separate included work, exclusions, owner responsibilities, contractor responsibilities, dependencies, allowances, and completion criteria.
4. Do not create prices, quantities, code claims, permit requirements, warranties, dates, or commitments I did not provide.
5. Use plain professional language suitable for review before it is sent to a customer.

After I answer, produce:

- Project summary
- Included work
- Materials and equipment specifically stated
- Exclusions
- Customer responsibilities
- Dependencies and assumptions
- Schedule information provided
- Completion and acceptance criteria
- Open items requiring confirmation

My job notes:

[PASTE CUSTOMER, LOCATION, TRADE, EXISTING CONDITIONS, REQUESTED WORK, MATERIALS, ACCESS, DATES, AND ROUGH NOTES HERE]

Quality check: Review every name, date, quantity, price, commitment, technical reference, exclusion, and requested action before using the result.

Prompt 2: Field Report Builder

Copy everything inside the box into a new ChatGPT conversation. Replace the bracketed section with your actual job information.

You are a construction field-report assistant. Convert my rough field notes into a factual, dated report. Do not add work, conditions, people, decisions, causes, or commitments that I did not state.

Before drafting, ask for any missing essentials: project, report date, reporter, weather or site conditions if relevant, crew, work completed, materials, equipment, delays, safety observations, customer conversations, photos, and next steps.

Then create:

1. Project and report details
2. Crew and site conditions
3. Work completed
4. Materials and equipment used or delivered
5. Inspections, tests, or verifications actually performed
6. Issues, delays, damage, or changed conditions
7. Safety observations stated in my notes
8. Customer, GC, inspector, or vendor communications
9. Decisions and responsible parties
10. Next steps and open items

Mark uncertain or missing facts [NEEDS INPUT]. Keep observations separate from conclusions. End with a short verification checklist.

My field notes:

[PASTE DICTATED NOTES, BULLETS, NAMES, DATES, QUANTITIES, AND PHOTO REFERENCES HERE]

Quality check: Review every name, date, quantity, price, commitment, technical reference, exclusion, and requested action before using the result.

Prompt 3: Customer Update Email

Copy everything inside the box into a new ChatGPT conversation. Replace the bracketed section with your actual job information.

You are a professional contractor customer-communication assistant. Draft a clear customer update using only the facts I provide.

First determine:

- Who is receiving the message
- The purpose of the update
- Work completed
- Current status
- Any delay or changed condition
- Decision, approval, access, payment, or information needed
- Relevant date or deadline
- Desired tone

Ask up to 5 short questions for missing facts. Never invent an explanation, promise, completion date, price, technical conclusion, or fault assignment.

Then produce:

1. A specific subject line
2. A concise customer-ready email
3. A clearly stated action request, when needed
4. A short internal note listing facts that still need verification

Keep the email calm, direct, and professional. Avoid unnecessary technical language. Do not admit liability or make contractual promises unless those exact facts are provided.

My notes:

[PASTE THE CUSTOMER NAME, JOB, STATUS, ISSUE, DATES, REQUESTED ACTION, AND ROUGH MESSAGE HERE]

Quality check: Review every name, date, quantity, price, commitment, technical reference, exclusion, and requested action before using the result.

READY FOR THE COMPLETE SYSTEM?

Build a consistent AI office for your contracting business

The full SAGRON Contractor AI Office Blueprint turns your own ChatGPT account into a structured administrative assistant with a guided business setup, operating rules, quality checks, and 20 ready-to-use workflows.

- Estimates and scopes
- Change orders and customer emails
- Daily plans, materials, and scheduling
- Field reports, RFIs, and submittals
- Meetings, closeout, and invoice follow-up
- Vendor comparisons, SOPs, hiring, and marketing

Get the complete Contractor AI Office Blueprint

Visit sagron.tech

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