

## CHECKLIST

# Supercharge Your Bids: A Commercial Landscaper's Checklist for Estimating Success

Want to unlock more profitable jobs and scale your commercial landscaping business? These key areas of focus will help identify areas for improvement in your own landscape business operations so you can turn around bids faster.

- ☐ **Establish a Repeatable Estimating Workflow:** Document a clear and consistent process for everyone to follow.
- ☐ **Ensure Trainability of Your Process:** Make sure your estimating process is easy to teach and understand for new team members.
- ☐ **Focus on Accuracy:** Implement measures to minimize errors and ensure accurate cost calculations.
- ☐ **Prioritize Scalability:** Design your process to accommodate future growth without relying solely on key individuals.
- ☐ **Foster Open Communication:** Create clear and consistent communication channels between sales, estimating, and operations teams.
- ☐ **Facilitate Seamless Document Sharing:** Ensure all relevant project information is easily accessible to all involved teams.
- ☐ **Implement Kickoff Meetings:** Hold initial meetings with the customer and all internal teams to align on project details and expectations.
- ☐ **Conduct Post-Handoff Check-ins:** Follow up with customers after the transition to operations to ensure satisfaction and address any issues.
- ☐ **Involve Operations in the Estimating Phase:** Seek input from the operations team before finalizing bids to ensure feasibility and profitability.
- ☐ **Understand Customer Communication Preferences:** Determine how and how often your customers want to be contacted.
- ☐ **Explore Automation Tools:** Consider using software like [Attentive AI](#) and [LMN](#) to automate tasks like takeoffs and calculations.
- ☐ **Utilize Templates:** Create templates for common work areas and tasks to standardize the estimating process.
- ☐ **Focus Estimators on High-Value Activities:** Free up their time from manual tasks to concentrate on sales strategy and customer interaction.
- ☐ **Aim for Faster Bid Turnaround Times:** Streamline your process to deliver proposals to clients quickly.
- ☐ **Differentiate Beyond Price:** Focus on building relationships, providing expertise, and offering a superior customer experience.
- ☐ **Identify and Address Points of Friction:** Proactively look for areas of inefficiency in your current processes.
- ☐ **Implement Targeted SOPs:** Develop Standard Operating Procedures that are effective and actually followed.
- ☐ **Remember Communication is Key (and Free!):** Emphasize the importance of clear and consistent communication at all levels.
- ☐ **Involve Crew Leaders Early:** Include the team members who will be servicing the property in the handoff process.
- ☐ **Utilize Software for Internal Notifications:** Ensure smooth transitions between departments with system-based alerts and updates.
- ☐ **Provide Detailed Information to Operations:** Equip your crews with all necessary details, including photos, maps, and specific instructions.