

Estimator - Work Protocol

1. Received email opened job
2. Reply to email back to the office “ received estimate request “.
3. Call the client to schedule right away !
 - a. If client didn't answer for than 2 days - let office know!
 - b. If scheduled - send email:

Email to: <office@flooded.com >

Subject line:

SCHEDULED INSPECTION: (address) , (project manager)

Hello, it's (your name) , I've scheduled an inspection for:

Job Address: _____

At the date of: _____ Time: _____

Thank you,
(Project manager name)

4.