

# AI Estimating Prompt Library

Module 3 | AI for Contractors Course | ITech Plus

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Copy-paste these prompts into ChatGPT or Copilot to generate professional bid proposals from your takeoff notes.

## Prompt 1: Generate a Bid Proposal from Takeoff Notes

*I am a [general contractor / HVAC contractor / etc.] in Central Florida. Here are my takeoff notes for a [project type] project: [PASTE YOUR TAKEOFF NOTES HERE] Generate a professional bid proposal with the following sections: Project Summary, Scope of Work, Materials List with estimated costs, Labor breakdown, Timeline, Payment Terms, and Exclusions. Use a professional tone. Format it so I can paste it into a Word document.*

## Prompt 2: Create a Change Order

*I need to write a change order for a [project type] project. Here are the details: Original scope: [describe] Requested change: [describe] Additional cost: [amount] Additional time: [days] Write a professional change order document including: description of change, reason, cost impact, schedule impact, and approval signature lines.*

## Prompt 3: Draft a Client Follow-Up Email (Day 1)

*I sent a bid proposal to [client name] for a [project type] project for \$[amount]. Write a professional follow-up email for the day after I sent the bid. Keep it short, thank them for the opportunity, and ask if they have any questions. Tone: professional but friendly, not pushy.*

## Prompt 4: Draft a Client Follow-Up Email (Day 3)

*I sent a bid to [client name] 3 days ago for a [project type] project. They have not responded. Write a brief check-in email. Ask if they had a chance to review the proposal and offer to walk through the numbers. Keep it under 100 words.*

## Prompt 5: Draft a Client Follow-Up Email (Day 7)

*I sent a bid to [client name] a week ago for a [project type] project at \$[amount]. No response yet. Write a final follow-up that is professional and not desperate. Mention that I have availability opening up and want to make sure they have what they need to make a decision.*

## Prompt 6: Generate a Scope of Work from a Conversation

*I had a conversation with a client about a [project type] project. Here are my notes from the conversation: [PASTE YOUR NOTES] Turn these into a formal Scope of Work document with numbered items, clear deliverables, and a section for exclusions (things not included in this scope).*

## **Prompt 7: Material Cost Lookup**

*I am pricing a [project type] job in Central Florida. I need approximate current costs for the following materials: [LIST YOUR MATERIALS] Provide estimated per-unit costs and note that these are approximate and should be verified with local suppliers. Include a total estimate.*

## **Prompt 8: Compare Two Bid Approaches**

*I am bidding a [project type] project and considering two approaches: Approach A: [describe] Approach B: [describe] Compare them in terms of: cost to the client, our profit margin, timeline, risk level, and quality. Recommend which approach to bid and why.*

## **Prompt 9: Analyze Historical Bids**

*Here are my last 5 bids for similar [project type] projects: [PASTE BID SUMMARIES - project size, bid amount, won/lost] Analyze the pattern. What is my average bid? What is my win rate? Are there patterns in what I win vs lose? Suggest pricing adjustments.*

## **Prompt 10: Generate a Professional RFI Response**

*I received this RFI (Request for Information) from [GC name / client]: [PASTE THE RFI] Write a professional, clear response. Include any clarifications needed and reference relevant specifications or standards.*