High10.com.au

AUSTRALIAN DIGITAL AGENCY

WEBSITES | APPS | AI | AUTOMATION

CHECKLIST FOR BUILDERS AND TRADES

Ten things your trades business can automate this year.

All ten run on software you already use: simPRO, ServiceM8, Tradify, AroFlo, Buildxact, Xero or MYOB. Tick the ones that eat your office's week, then start with one.

- [ ] **01** **Enquiry to job record**
  Web, email and missed-call enquiries become jobs automatically, with a text asking the customer for the site address and a photo.
  Office hours back every morning

- [ ] **02** **Quote drafting and follow-up**
  Routine quotes drafted from your price book and held for a check, then chased at three and seven days.
  Fewer quotes lost to silence

- [ ] **03** **Booking confirmations and reminders**
  Confirmation on booking, reminder the afternoon before, the crew's run sheet sent automatically.
  Fewer no-shows and wasted trips

- [ ] **04** **Site photos and the daily diary**
  Photos filed to the right job with time and location, and the diary assembled at the end of the day.
  Evidence for every variation

- [ ] **05** **Variations**
  Drafted from a template, sent for written approval, and blocked from invoicing until approved.
  No more arguments at final invoice

- [ ] **06** **Supplier invoices into Xero or MYOB**
  Read, matched to the job and purchase order, coded and queued for approval. Exceptions come back with a reason.
  The most common first project

- [ ] **07** **Progress and payment claims**
  Built on each reference date, required wording included, and the response deadline counted down by state.
  Never miss a schedule deadline

- [ ] **08** **Subcontractor compliance**
  Licences, insurance and SWMS expiry dates tracked, renewals requested a month early, out-of-date subbies flagged.
  Nobody has to ring anyone

- [ ] **09** **Taxable payments annual report**
  Contractor ABNs checked at setup and payments tagged all year, so the TPAR is a file ready to lodge by 28 August.
  No August scramble

- [ ] **10** **The Monday report**
  Work in progress, quotes out, overdue invoices, claims pending and jobs over hours, on one page.
  The numbers without the phone calls

Where to start

Pick whichever of supplier invoices (6) or enquiries (1) takes more office time. Run it alongside the old way for a fortnight to prove it, then add progress claims (7) and subcontractor compliance (8).

What stays with a person

Pricing jobs outside the price book, any conversation about a dispute or a defect, safety decisions on site, and a final glance at every claim or variation before it goes out.

Full guide: high10.com.au/blog/ai-automation-for-construction-businesses
0406 996 050 | team@high10.com.au

Book a scoping call