

HIVIS DOCS BY HIVIS AI

10 AI Prompts for Tradies

Free mini pack

For Australian tradies and builders. Works with ChatGPT, Claude, Grok, Gemini, Copilot and others.

How to use these prompts

- Open any AI chat app (ChatGPT, Claude, Grok, Gemini, Copilot). Start a new chat.
- Paste the **setup prompt** below first, filled in with your business details. It sets the tone so every answer sounds like you.
- Copy a prompt, replace everything in **[square brackets]**, and send. Not quite right? Reply with 'shorter', 'more casual', 'more formal' or 'try again'.
- **Always read before you send.** AI can get facts, prices and rules wrong. You're responsible for what goes out under your name.
- **Protect privacy.** Use first names only. Don't paste customers' phone numbers, addresses, bank details or anything you wouldn't put on a postcard.
- **Keep it honest.** Never use AI to write fake reviews or to review your own business, and don't offer rewards for good reviews. The ACCC treats fake or incentivised reviews as misleading.
- Save your favourite prompts, with your details filled in, in your phone notes.

SETUP PROMPT: *Paste this first in a new chat (fill it in once and save it in your notes):*

You are my business assistant. My business is [Business name], a [trade] business in [suburb/city, state], Australia. We do [main services]. Our customers are mostly [homeowners / builders / property managers / businesses]. Write in Australian English, in a friendly, plain and professional tone, like a good tradie talks: straight to the point, no jargon, no hype. Never make up prices, licence numbers, laws, warranties or facts. If you need a detail you don't have, ask me or leave a [placeholder]. Keep answers short unless I ask for more.

These templates are general information only, not legal, tax or financial advice. Check your obligations with the ATO, your state regulator or a qualified adviser.

Licence: free to use in your own business. Feel free to share this free pack.

Quotes & pricing

1. Turn rough notes into a clear scope of works

Use when: You've got site notes and need a tidy scope for a quote.

Turn these rough site notes into a clear scope of works for a quote. Use short numbered points, plain words, and group them by area. Then list anything that looks unclear as questions I should check with the customer. Notes: [paste your notes]

2. Quote cover email

Use when: Sending a quote and want it to land well.

Write a short email to [customer first name] to go with my quote [quote number] for [job]. Total is \$[amount] inc GST, valid until [date], deposit []%. Mention one thing that sets us apart: [e.g. we clean up every day / 5-year workmanship guarantee]. End with a clear next step. Under 120 words.

3. Quote follow-up (no reply yet)

Use when: A week has passed and the customer hasn't replied.

Write a polite follow-up message to [customer first name] about the quote I sent on [date] for [job]. Not pushy. Offer to answer questions or adjust the scope to fit their budget. Give a version for email and a shorter version for text message.

Customer replies

4. Reply to a new enquiry

Use when: A new lead comes in through your website or socials.

Write a reply to this new enquiry. Thank them, answer what you can, ask the 3–4 questions I need to quote (e.g. address/suburb, photos, timing, access), and suggest a next step. Enquiry: [paste message, remove phone numbers and addresses]

5. Say no to a discount request

Use when: The customer asks for 'mates rates'.

Write a friendly reply to a customer asking for a discount on my \$[amount] quote for [job]. I don't want to drop my rate, but I can [e.g. remove an item / spread payments / book at a quieter time]. Keep it positive.

Reviews

6. Ask for an honest review

Use when: Right after a happy customer says thanks.

Write a short, friendly message asking [customer first name] to leave an honest review about the [job] we did. Include [review link]. Don't offer any reward and don't ask for 5 stars. Give an email version and a text version.

7. Reply to a bad review

Use when: Someone left a negative or unfair review.

Help me reply publicly to this negative review. Stay calm and professional, don't argue or reveal private details, acknowledge their experience, briefly state the facts if needed, and invite them to contact me directly to sort it out. Review: [paste review]. What actually happened: [your side]

Job write-ups & reports

8. Job completion report

Use when: To give the customer a record of what was done.

Turn my notes into a short job completion report for the customer: work done, materials used, tests or checks done, anything to keep an eye on, and recommended follow-up. Notes: [paste notes]

Social posts & marketing

9. Before-and-after post

Use when: You've got a good before/after photo.

Write a short social media post for a before-and-after photo of [job] in [suburb]. Say what the problem was, what we did, and how it turned out. Friendly, a bit of personality, no hype. End with a soft call to action. Give 3 versions.

Admin, payments & business

10. Payment reminder

Use when: An invoice is overdue.

Write a polite payment reminder to [customer first name] for invoice [number], \$[amount], due [date], now [] days overdue. Friendly but clear, with a new date to pay by. Email and text versions.

Want all 60 prompts? The full HiVis Docs AI Prompt Pack covers quotes, customer replies, reviews, job reports, social posts, admin and trade-specific prompts for electricians, plumbers, builders, painters, landscapers, air-con techs, tilers and roofers. Find it at hivis-ai.pages.dev.