



GROW CAREFULLY

Big contract readiness checklist

Complete **before** you accept a large job. Contract value is not the same as cash timing or capacity.

The job

CLIENT / JOB IN ONE SENTENCE

Cash before payment

Prompt yourself (keep the detailed list in your quote file):

UPFRONT MATERIALS, LABOUR, TRANSPORT — ROUGH TOTAL NEEDED BEFORE I GET PAID

CLIENT PAYMENT TERMS / DATE

Capacity

• CHECKLIST

- ☐ People, tools and time available without breaking current work
- ☐ Scope, price and payment terms will be in writing
- ☐ I have a backup if materials, staff or payment slip

EFFECT ON CURRENT CUSTOMERS

• WARNING

Do not rely only on a verbal promise for a large job.

Go / no-go

DECISION

FIRST THING STILL
MISSING