



 **TRUSTED** HOUSE PAINTER

INTERIOR / EXTERIOR

# HOUSE PAINTING PLANNER

7 Practical Tips To Help Home & Property Owners Plan  
For A Successful Painting Project



TRUSTED HOUSE PAINTER

YOU DESERVE  
TO FEEL GOOD IN YOUR HOME

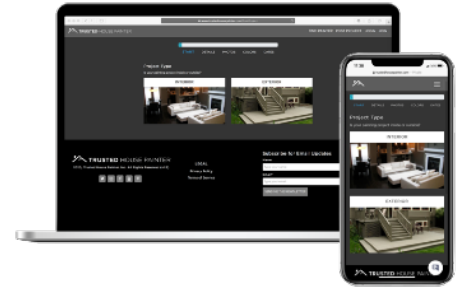
LET'S GET STARTED

# HAVE A PERFECT PAINTING PROJECT WITH **TRUSTED HOUSE PAINTER**

## Step 1 - Post Project

In less than 2 minutes you'll be organized and connecting to locally trusted house painters. Print your post listing and communicate your needs.

**GET STARTED**



## Step 2 - Homeowner Toolkit

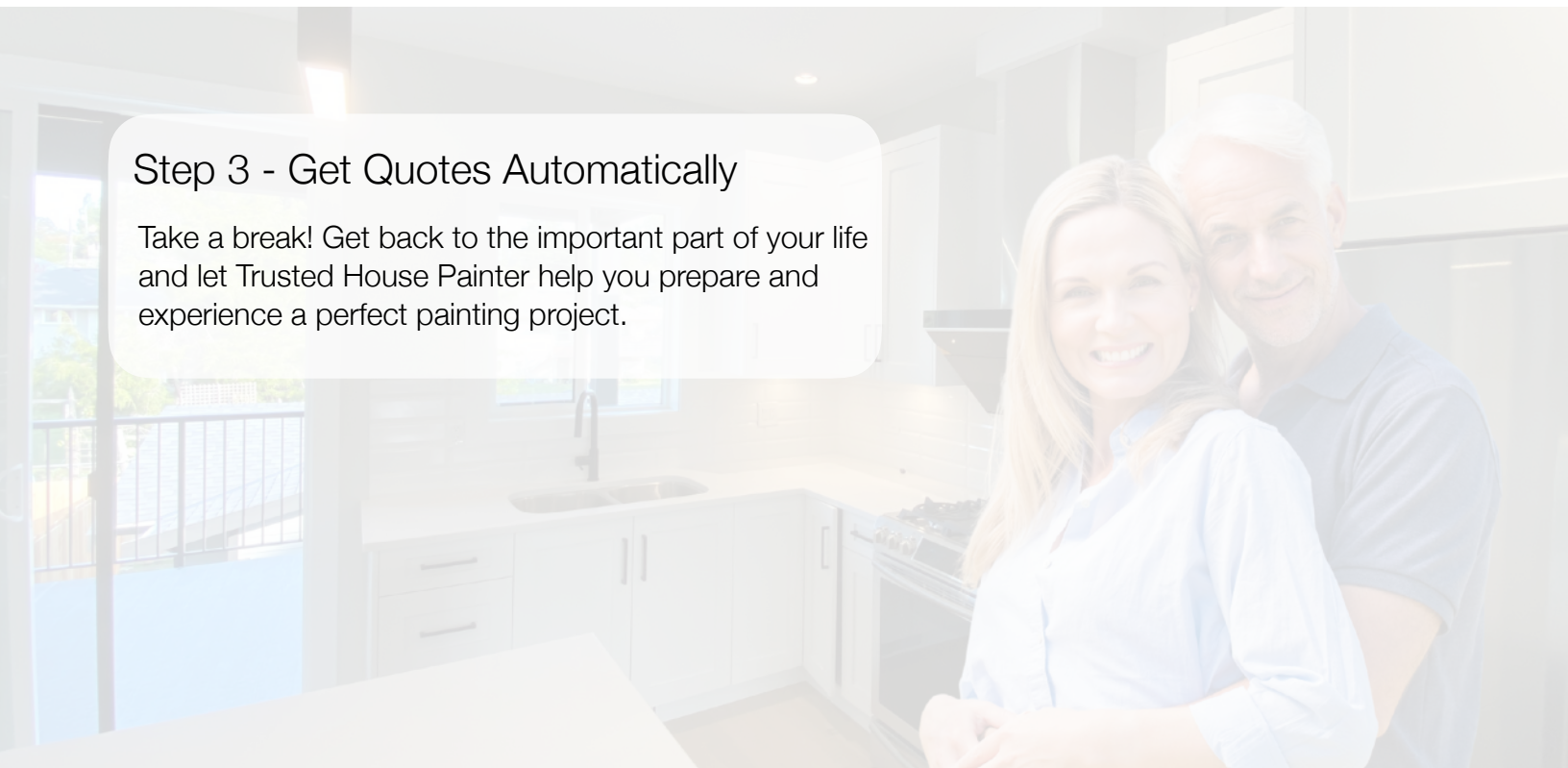
Continue reading this document and download the rest of your FREE Homeowner Toolkit to maximize your chances of having a perfect painting project.

**DOWNLOAD NOW**



## Step 3 - Get Quotes Automatically

Take a break! Get back to the important part of your life and let Trusted House Painter help you prepare and experience a perfect painting project.



# HOW TO GET THE **MOST** FROM THIS HOUSE PAINTING PLANNER:

Painting the interior or exterior of your home can be a lot of work. When you need to hire a painting company it's important to understand the basic process of painting your home.

This *HOUSE PAINTING PLANNER* will provide you with 7 practical tips to help you have a successful painting project. We recommend printing pages 15-18 and using them to organized your scope of work. Page 18 *Deficiency List* will help communicate your requests at the end of the project.

You will also get considerations and advice on situations that often arise during a typical painting project. Use the right hand column to add notes of each step.

## 7 Practical Steps to Take:

1. Determine Your Budget
2. Define the Scope of Work
3. Get Quotes
4. Hiring the Right Painter
5. Agreement
6. Production Time
7. Project Completion



Hi, my name's Paul the Painter - and I love helping home and property owners transform their properties into beautiful homes.

In my 15 years of painting experience and dealing with thousands of homeowners I discovered 7 basic steps that I use to help homeowners like you prepare for their upcoming painting project. It's my goal to help you understand and prepare for success!



# LET'S START WITH THE **BIG MISTAKE** MOST HOMEOWNERS MAKE...

The first thing homeowners should know before hiring a painting contractor is what a typical painting project looks like and what you need to do to get it started.

Some service-based painting companies relieve you of that burden and walk you through the process of getting your house painted. Regardless of who you hire, using this *House Painting Overview* will help you avoid common mistakes and set you on the right path to success.

## Misconception #1

***“Since I’m paying good money, the painting contractor should guide me through the processes of the project.”***

The truth is, anyone can paint. And if you want to make sure you’ve hired the right painting company it’s important to keep a clear channel of communication with records.

The most important element of a successful relationship is the communication between the parties. Disclosing the scope of work, expectations and parameters in the agreement eliminates assumptions and creates a clear path to success.

Never assume the painting contractor knows your needs, you must communicate!

## Misconception #2

***“Painting is easy so it doesn’t need a lot of project management or thought. I can figure it out...”***

Yes, you might be able to figure it out. But if you’ve never been through the process of hiring a painting contractor to paint your house there’s no reason to risk having a nightmare of an experience because you overlooked the many steps throughout the project.

Using this *House Painting Planner* will help prepare you for obstacles and challenges that may occur during your painting project.

# 1. DETERMINE YOUR BUDGET

Notes:

## 1. Identify the maximum amount of money you plan on spending for your painting project.

As a rule, experienced and professional labour and service is usually more costly. However, it can save you time and reduce stress if you find a professional who adds value by providing exceptional service and craftsmanship.

## 2. Add 10-15% to your expected budget.

Unforeseen circumstance happen! Being prepared financially will assist in completing the project in a timely manner. If you have a perfect project without hiccups then you can reward yourself!

*Tip: Get 3 estimates from painting companies to help plan budgeting.*

Most painting companies provide free estimates, which gives you an idea of the cost of painting your home. Planning ahead by getting free quotes from local painting contractors is another good way to understand the actual costs while budgeting for future projects.

Receiving painting quotes can sometimes shock homeowners because the price is more than they expected. Finding lower prices is an option however lower prices sometimes come with higher costs in the long run. If this happens compare the 3 quotes equally to make sure you're comparing 'apples to apples'.



## 2. DEFINE THE SCOPE OF WORK

Notes:

### 1. Create a working folder/envelop to collect all your quotes, colours and other documents.

Keeping good records management throughout the process of painting your home helps keep you organized and poised for success.

### 2. Identify the Scope of Work

In a logical order, write down the items you want painted. If interior painting, determine the rooms and surfaces (ceiling, walls, trim, doors, etc) in the rooms you want painted. If exterior painting, determine the surfaces (trim, siding, soffits, doors, deck, etc.) that you want painted. (see page 15 for examples) Writing down the items you don't want painted can also helpful to communicate clearly to painter.

### 3. Choose paint colors

If you want new colors for your home, visit local paint retail stores and use their free brochures and material to assist you in choosing colors. Your painting contractor may be able to assist you in the process, however it's best to select your paint pallet prior to starting the project.

### 4. Determine dates and timelines

Many homeowners arrange their interior painting with a family vacation or arrange a time to be out of the house while the painting is being performed. Exterior painting usually has limited windows of opportunity (seasons, temperatures, etc) and therefore it's important to secure your project with the painting contractor before it's too late.

## 3. GET QUOTES

Notes:

### 1. Get 3 Quotes from Trusted House Painter

Go to [www.TrustedHousePainter.com](http://www.TrustedHousePainter.com) and use the **Post a Project** tool that organizes your painting project quickly and effectively. Have local painting companies view your project and contact you, saving you time and energy finding locally trusted professionals.

### 2. Meet and Interview the Painting Contractors

Most painting contractors want to physically view the project. This means either meeting the contractor in person or allowing the contractor to view it by themselves. Meet and interview the painting contractors if possible. This provides you with a glimpse into the character and professionalism of the painting contractor. It usually assists the selection process prior to receiving the quote. You'll want a handful of quotes to help identify the right price, and painting contractor.

### 3. Ask Questions and Stay Informed

During the interview process with the painting contractor, ask questions and take brief notes about their process, team and production knowledge. A professional painter should be able to provide clear communication as to how they plan on performing the work.

Go to [www.TrustedHousePainter.com](http://www.TrustedHousePainter.com) and download your free ***Painting Contractor Questionnaire*** to help you ask the right questions and stay in control of your project.

FREE  
DOWNLOAD



## 4. Hire The Painting Company

Notes:

### 1. Confirm Liability Insurance & Licensing

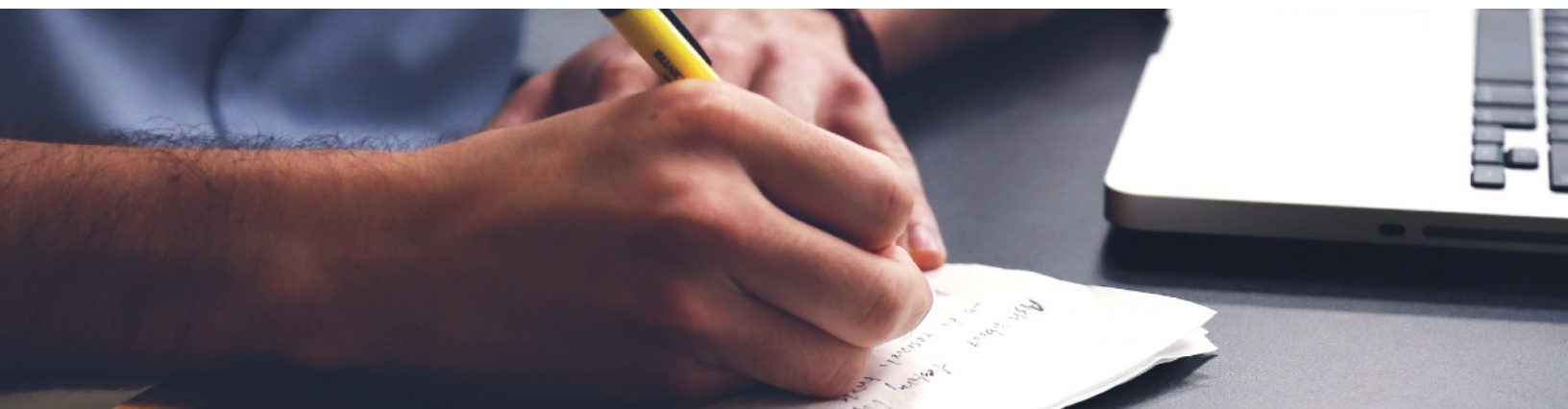
If your contractor does not have liability insurance, then you're holding the risk if something goes wrong. You should also have sufficient home insurance. Save yourself the stress and hire contractors that have complete liability insurance. Before starting any work make sure your home insurance policy is up to date. Protect yourself, your neighbours and your community.

### 2. Confirm Workers Insurance Coverage

When a worker is injured on your property and the company doesn't have workers insurance coverage, all liability could fall onto you. Request a clearance letter proving your Contractor has updated workers insurance so you are not held financially responsible.

### 3. Website, Reviews, Community & Social Proof

Check online company reviews, personal references, website testimonials, licensing and other trade qualifications as necessary. Evaluate all other considerations (such as price, timing, professionalism, warranty, qualifications). This process is very important for giving you the peace of mind in knowing you've found the right painting contractor.



## 5. SIGN AGREEMENT / CONTRACT

Notes:

### 1. Free Download - *PAINTING AGREEMENT*

Go to [www.TrustedHousePainter.com](http://www.TrustedHousePainter.com) and download your free *Painting Agreement* PDF. Create confidence and trust by documenting both of your intentions and adding any term or condition that brings about a successful project. If your painting contractor has their own Agreement, feel free to use theirs. Consult your legal representation prior to signing any contracts.

### 2. Add Contract Details - Meeting of the Minds

Along with the names and address of both parties, add the expectations of the agreement (Scope of Work document, start/finish dates, price and payment, warranty, other conditions) to clarify the desired outcome both parties agree upon. Doing so could save you a lot of time and money avoiding lengthily court battles and expensive lawyer fees.

### 3. Agreement and Signatures

Date and sign the agreement by both parties. This is called “the meeting of the minds” and is the essence of contracts. Consider copying the agreement so both parties have possession of the agreement. Never sign a contract without fully understanding the terms and conditions or agreeing with the commitment.

Go to [www.TrustedHousePainter.com](http://www.TrustedHousePainter.com) and download your free ***Painting Agreement Document*** to help you document both parties intentions towards the painting agreement.

**FREE  
DOWNLOAD**



## 6. PRODUCTION TIME!

Notes:

### 1. Building Rapport With Team

Before the painting starts, homeowners often meet the team of painters doing the work. This helps establish a trusting relationship by letting the workers know who you are and that you care about your property.

### 2. Daily Updates & Communication

Communicate daily with the painting team or production manager to get daily updates. As you progress towards completion your communication becomes the record of the progress and changes that occur. This helps maintain smooth momentum so that the work can be completed as agreed upon.

### 3. Deficiency List

A deficiency list helps complete the project because it effectively communicates what is required for the closure of the project. Use the templated deficiency list on page 18 as a working document of deficiencies or concerns you wish to communicate to the painter at the end of the project. Review the list of items with the painter to make sure your requests are being addressed.

**Tip:** Document all change orders that happen throughout the project. Confirm any changes in an email or written agreement. Never give the go-ahead for additional work without being notified about the changes and the costs associated with these changes.



## 7. PROJECT COMPLETION

Notes:

### 1. Final Walk Through

Once the work is complete and all the deficiencies are addressed, it's good to perform a final walk through with the painting contractor. This helps close the project and give you assurance that the painter has achieved all the promises in the agreement.

### 2. Final Payment

If all promises are achieved and you are happy with the results, its time to pay the painter. Review the original quote, deposit payments, and progress payments for larger projects. Make sure your accounting and payment records are correct to avoid any conflict or confusion.

### 3. Color Pallet Records

Its a good idea to document the colours, products and sheen levels of the paint used on your painting project for records management. Doing so will make it easy and quick for you to perform any maintenance in the future. Ask your painting contractor to do this or go to [www.TrustedHousePainter.com](http://www.TrustedHousePainter.com) and download your free colour pallet record sheet.



# SUMMARY

1. Identifying your budget gives you reasonable exceptions of the size that your painting project will be. Adding 10-15% on top of your budget prepares you for unexpected costs that can occur during the project.
2. Documenting the scope of work once will make all future projects and maintenance easier for you and the painters. In one place identify what you will paint and what you won't paint, the colors used and potential deadlines or dates of production you desire to have your project completed.
3. Go to TrustedHouse Painter.com and Post Your Project, get at least 3 quotes, meet and interview painters, review your notes to make an informed decision on picking the best painter for you and your project.
4. Once you have 3 quotes, compare all quotes to each other for price, scope of work, liability coverage, and workers insurance coverage to ensure you are comparing apples to apples. Review websites, references and testimonials, and other forms of social proof.
5. Go to [www.TrustedHousePainter.com](http://www.TrustedHousePainter.com) and download your free Painting Agreement. Document the scope of work, proposed dates, price, warranty and other conditions. Date and sign and your project is a go.
6. When the painting starts, meet the team of painters and maintain daily communication throughout the project. This creates a 'team' effect which assists in the win-win. Use the above mentioned [Deficiency List](#) spreadsheet to help communicate your requests.
7. When your painting project is complete, its important to review the work with the painter. This assures you're happy with the work and are happy to release any last payments. Use the [Color Pallet Record Sheet](#) to document your project colors, paints and locations.

Use the following **Scope of Work Planner Sheets** to help you plan, organize and communicate your painting needs.

## How To Use The Scope of Work Sheets

- 1) Start by selecting the appropriate *Interior* or *Exterior* Scope of Work sheet.
- 2) Use the first column to number each room/surface you want painted.
- 3) Identify and name the room/surface you want painted. Use the space provided on each line to organize and communicate your needs. You may also want to identify which surfaces or items you do NOT want painted.
- 4) Add as much information to each numbered item as needed to convey your needs for each room/surface.

### SCOPE OF WORK PLANNER SHEETS

1. Print pages 15-18 as needed.
2. Use the documents to communicate the details of your project needs to the painting contractor.
3. Follow the instructions as demonstrated in the example below.

## \*Scope Of Work - Examples

*Write the name of the rooms you want painted*



*In this column write down the surfaces in that room you want painted*



### INTERIOR

#	Room	Surface/Item
1	Main Floor Living Room	Walls, Ceiling, Baseboards, Windows
2	Main Floor Kitchen	Ceilings only
3	Stairwell	Walls, hand railing
4	Upper Bathroom	Walls, Ceiling, Trim, Closet, Doors
5	Basement	All walls
		**Do not paint ceiling or doors.

*Number and write the name of the surfaces you want painted*



*In this column write down the exterior locations of your home.*



### EXTERIOR

#	Item / Surface	Location(s):
1	Porch Floor and Stairs	Front of house (North)
2	Stucco Siding	All locations
3	Window Trim	All locations
4	Doors x2	Back of house (South)
5	Lower Wood Shingle Siding	Back of house (South) ONLY



## INTERIOR - Scope of Work

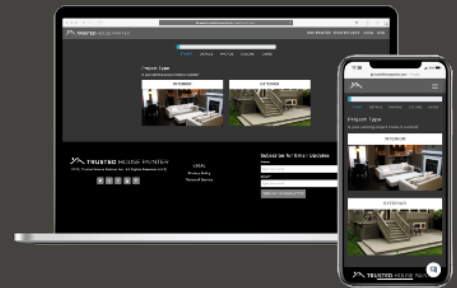


# HAVE A PERFECT PAINTING PROJECT WITH **TRUSTED HOUSE PAINTER**

## Step 1 - Post Project

In less than 2 minutes you'll be organized and connecting to locally trusted house painters. Print your post listing and communicate your needs.

**GET STARTED**



## Step 2 - Homeowner Toolkit

Continue reading this document and download the rest of your FREE Homeowner Toolkit to maximize your chances of having a perfect painting project.

**DOWNLOAD NOW**



## Step 3 - Get Quotes Automatically

Take a break! Get back to the important part of your life and let Trusted House Painter help you prepare and experience a perfect painting project.

