

Explain how you intend to use the area after the agreed tree work. Ask which material will be taken away, what may remain and whether you want to retain anything. Keep later garden projects separate from the contractor's description of the finish.

Keep the useful detail for later

After the discussion or agreed work, file the proposal with the photographs and explanations that belong to it. Record any unanswered question separately from the completed scope. If another visit is considered later, start with this record and describe what has changed.

This tree-care planning guide from Progressive <https://progressivetreecarenotes.juniperbrief.com/posts/preparing-a-clear-enquiry-about-insects-on-a-tree-the-written-proposal-for-a-homeowner> Tree Service focuses on cleanup arrangements and the information needed to discuss it clearly.

The brief for an owner arranging work remotely

Label images and documents so a person away from the property can follow the discussion. Identify who is available on site and which questions that person can answer. Keep changes in the same record instead of leaving them in separate messages.

Questions to keep with the record

What does cleanup include in this proposal, and what would be a separate task? What should stay in the record after the conversation? Ask for an explanation that connects the answer with the particular tree and proposed work, then record anything still unresolved.

A practical next step

Keep dates, tree labels and the explanation together. They provide context for a later enquiry without turning earlier notes into a new assessment.

Replace general expectations with an agreed description of the area and material at completion.

Check that the person on site has the same scope and tree labels as the person reviewing the proposal.