01 RECOGNISE THE PROBLEM

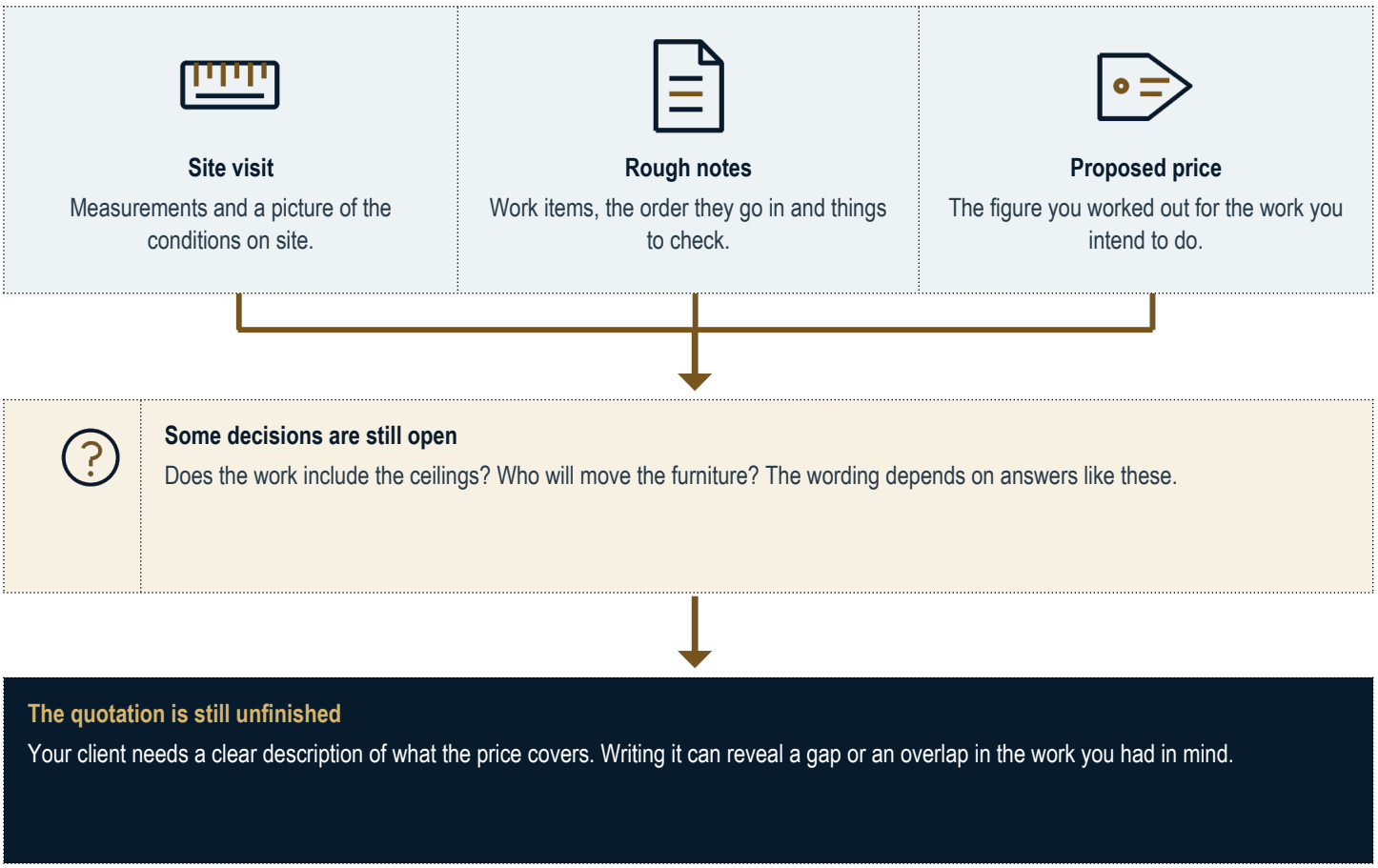
Avenro Services Overview Brochure

The work behind the paperwork.

You have visited the site, worked out what the work involves and decided on a proposed price. The quotation still needs your attention.

For contractors, subcontractors and self-employed trade specialists.

What you already have



Then the site needs you again

An urgent site issue or an important delivery can interrupt the preparation. When you return, you have to pick up the decisions and the wording where you left off. A record of something that happened on site can get stuck in much the same way.

> Avenro works through the information with you, raises questions for your decision and prepares a draft you can review.

02 SEE HOW A QUOTATION TAKES SHAPE

Quotation preparation in practice

A fictional example. The contractor has a price and a rough plan for repainting two offices. The quotation needs a clear description of the work.

A Contractor's rough note

"Repaint two offices. R8 400. Hoping to work over the weekend."

B Avenro raises questions and the contractor decides

Avenro asks	Contractor replies
Which surfaces are included?	Repaint the walls in both offices.
Who will move the furniture?	The client will move it before work starts.
Is weekend access confirmed? Does it affect your price?	Access is still being checked. Use my proposed price of R8 400 in the draft.

C Quotation draft for the contractor to review

Proposed work

Repaint the walls in both offices.

Before work starts

Client to move furniture before work begins.

Proposed price from contractor

R8 400

Still to confirm

Weekend access.

The contractor checks the wording, figures and commitments. Avenro makes agreed corrections and returns the confirmed document for the contractor to send once essential decisions are settled.

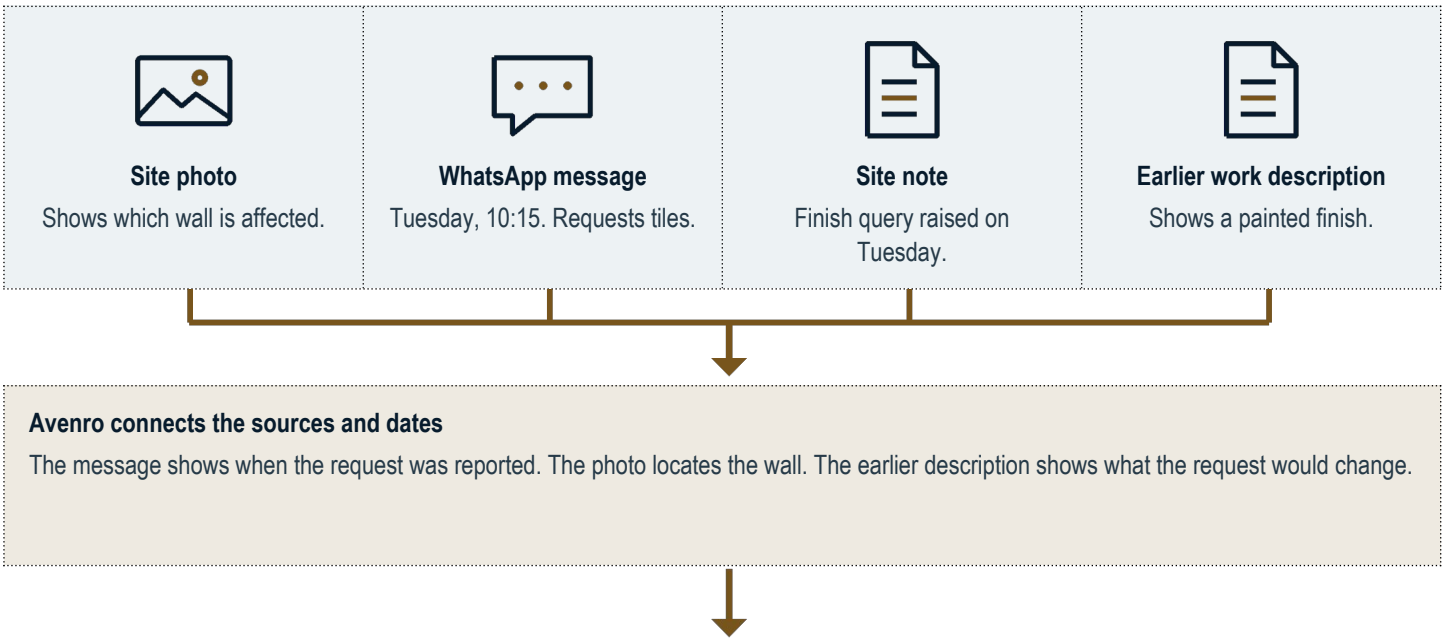
> Avenro develops the scope wording from your information. You decide the methods, quantities, rates and price.

03 CONNECT THE INFORMATION

Focused project record preparation

A fictional example. Someone asks for a different wall finish. The messages and notes are scattered, and the contractor needs to know what to ask next.

Before The information is spread across several places



After A short project record ready for review

What was reported	A request to tile the wall, reported by message on Tuesday at 10:15.
What the records show	The photo identifies the wall. The earlier description specifies paint.
What needs checking	The supplied records leave open who can approve the change and whether approval was given.
Question Avenro prepares	“Has the tiled finish been approved? If so, please send any written direction required under our agreement.” The contractor checks who has authority and sends the question through the proper route.

> The record gives you a focused question to take forward. Approval and any effect on price or time still have to be established.

04 TAKE THE NEXT STEP

How we work together

Start with the situation you are facing. Gino Abrahams assesses each enquiry and considers whether Avenro can help.

01	**Tell us what you need help with** Give a brief description of the task or concern. Mention any known deadline.
02	**Agree the work** Discuss what information is needed and agree the scope, cost, timing and responsibilities before work begins.
03	**Prepare and review** Gino prepares and checks the agreed work, with AI assistance. You confirm the facts, figures and commitments. Avenro makes agreed corrections.
04	**Receive the document and take the next action** Avenro returns the agreed preparation and identifies the next step. You send it to the right person and keep evidence of receipt.

Who is responsible for what

Avenro	You
Prepares and checks the work it accepts. Avenro takes responsibility for its own preparation.	Run the work, make technical and commercial decisions, obtain any required approvals and send documents onward.

A defined next step on a change request, payment query, handover record or follow-up can be assessed separately.

Make an enquiry

Tell us what you need help with.

It is free to enquire. A brief description is enough, even if you are unsure which service fits. Keep project documents for later, when we have agreed how to share them.

For more detail, see A Contractor's Guide to Avenro.