Start with a clear brief

Write your priorities below. Use the checklist to prepare your questions, then compare the same scope on page 2.

Spaces involved and the change I want

Must-haves / things to keep

Budget, timing and access notes

01 Prepare your project brief

- [ ] Separate essentials from nice-to-haves
- [ ] Gather the plans and confirm who advises you
- [ ] Set out your budget and choices still to make
- [ ] Explain how the home will be used during work

02 Compare the scope, as well as the total

- [ ] Check that everyone priced the same work
- [ ] Identify materials, finishes and allowances
- [ ] Make exclusions and separate costs visible
- [ ] Discuss timing, access and payment stages
- [ ] Ask for relevant work examples and insurance details

03 Agree the details before work starts

- [ ] Confirm the agreed documents and responsibilities
- [ ] Agree how changes will be handled
- [ ] Plan the handover

Keep the latest drawings and revision dates with your brief. Confirm project-specific planning, building and safety requirements with your appointed professionals and the relevant authority.

VNS provides free consultations, site visits and quotations. Customers appoint their own professionals; VNS builds to their plans.

Put the answers side by side

Write a contractor name above each column. Mark anything unclear and ask for a written answer. A tick or a lower total does not establish that two quotes cover the same work.

Compare these points	Quote 1	Quote 2	Quote 3
Work and drawings Same rooms, work list and drawing revision?			
Materials and allowances Specified finishes, undecided items and customer-supplied items?			
Exclusions and total Waste, making good, separate fees and VAT clear?			
Programme and access Start dependencies, occupation, working hours and phasing?			
Payment and changes Stages, what each covers and how extras are agreed?			
Handover and open questions Outstanding items, relevant documents and unanswered points?			

Questions still to resolve / who will confirm them

Further guidance - links open the official sources

CCPC: home improvement and building work

Local Government Ireland: planning permission

Health and Safety Authority: homeowners