

Keep a copy of the agreed https://publishoryx.com/p/lC7D_lTdv3wZH69sMffEY.pdf description available when discussing completed work. Ask how any remaining questions should be recorded and who should receive them. Distinguish a question about the completed scope from a new request for additional work.

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 Tree Service focuses on after-work questions and the information needed to discuss it clearly.

The brief for a homeowner

Write the brief so it will still make sense after the initial conversation. Include the tree location, the reason for the enquiry and the surrounding area you want considered. Someone reviewing the proposal later should be able to connect each item with the same tree.

Questions to keep with the record

Which records and explanations should be kept after this particular job? 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.

File the answers with the proposal and photographs so a later discussion starts from the same information.

Keep the agreed work separate from ideas you are still considering for the rest of the garden.