

# Contractor Business Checklist PDF

Use this checklist to tighten the parts of your contracting business that usually leak profit: pricing, marketing, operations, hiring, and follow-up.

Pricing: calculate labor burden, overhead allocation, material markup, deposit rules, change-order language, and minimum job size.

Marketing: make sure your website, Google Business Profile, reviews, referral asks, and follow-up scripts all point to one clear next step.

Operations: standardize estimate follow-up, job checklists, no-show prevention, closeout photos, invoice timing, and collections cadence.

Growth: document when to hire, first-role scorecards, W-2 vs 1099 risks, training checklists, and owner time buyback.

Tools: use calculators before quoting jobs, track unpaid invoices weekly, and review software only when it removes real admin work.

Next: visit [protradehq.com/start-here/](https://protradehq.com/start-here/) for the guided path.