

Two tools that protect **the most margin.**

A signed change order before the work starts, and a draw schedule that shows who owes you and how late. Both ready for your next job.

What's inside

Excel, Google Sheets, PDF and Word



Change Order

Two pages. Type into the fillable PDF and the line items, overhead and profit, and revised contract sum add up for you. Use the Word version to add your logo.

Fillable PDF

Word



Draw Schedule & Payment Tracker

Draw stages as a % of contract, retainage, requested vs. paid, and a dashboard of who owes you and how late. The Sample shows a filled-in job.

Sample .xlsx

Blank .xlsx

Your first 15 minutes

Do these in order

01

Open the Sample

Open the Sample draw schedule and see how a job looks with real numbers in it.

02

Set up your next job

Copy the Blank into the job folder. Enter the contract amount and your draw stages.

03

Use it on every change

Fill in the Change Order and get it signed before anyone picks up a tool.

Rules that protect margin

- ✓ **No signature, no work.** A yes on site is not approval.
- ✓ **Photograph hidden conditions** before you fix them, and attach them to the change order.
- ✓ **Match draw stages to the contract** the client signed, so nobody argues about what is due.
- ✓ **Bill the draw the day the stage is done.** Every day you wait is your cash, not theirs.

WANT THE WHOLE SYSTEM?

The full Proper Systems Kit

- Estimates & proposals
- Job costing
- Draws & payments
- Selections
- Gantt schedule
- Change order + subs

ONE-TIME

\$97

PROPERSYSTEMSCO.COM/#KIT