

RENOVATION CLIENT CHECKLIST & PRE-QUALIFICATION



Renovation Client Checklist & Pre-Qualification

Please fill out the checklist below and return it before your consultation.

Client Details

Name		Phone	
Email		Site Address	

PRE-QUALIFICATION QUESTIONS

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- 1. Do you own the property where the renovation will take place?**
☐ Yes (please provide evidence)
☐ No (please provide a written statement and proof of owner's consent for the works to be undertaken)
- 2. Is the property free of existing building or renovation restrictions (e.g., heritage listing, body corporate approval)?**
☐ Yes
☐ No / Not sure (please specify) _____
- 3. Have you obtained any required council or strata approvals for this renovation?**
☐ Yes
☐ No / Not yet applied
☐ Not required / unsure
- 4. Are you currently working with a builder, kitchen designer, or architect?**
☐ Yes (please specify) _____
☐ No
- 5. Do you have a confirmed budget set aside for this renovation?**
☐ Yes
☐ No / Unsure
- 6. Have you conducted any research regarding kitchen renovation costs, fixtures, appliances, or materials?**
☐ Yes — please specify what you have researched (e.g., cabinetry brands, benchtop materials, appliance types):

☐ No

- 7. Are you aware of any potential additional costs (e.g., plumbing upgrades, electrical work, council approvals)?**
☐ Yes
☐ No
- 8. Do you have a preferred start date or timeframe for the renovation?**
☐ Yes: _____
☐ No / Flexible

RENOVATION CLIENT CHECKLIST



RENOVATION AREAS

(Please check all that apply)

- ☐ Kitchen
- ☐ Main Bathroom
- ☐ Ensuite
- ☐ Powder Room
- ☐ Laundry
- ☐ Other: _____



EXTENSION / ADDITION AREAS

(Please check all that apply)

- ☐ Patio / Outdoor Living Area
- ☐ Bedroom
- ☐ Bathroom
- ☐ Ensuite
- ☐ Kitchen Extension
- ☐ Garage / Carport
- ☐ Laundry
- ☐ Home Office / Study
- ☐ Living Room
- ☐ Dining Room
- ☐ Storage / Shed
- ☐ Other: _____



LAYOUT PLANS

- ☐ Keep existing layout(s)
- ☐ Change layout (e.g., move plumbing or fixtures)
- ☐ Unsure – open to advice


Please describe any layout changes you are considering and attach any plans or sketches you have:



SCOPE OF WORKS

(Check all that apply for any area being renovated)

- ☐ Demolition of existing fixtures/finishes
- ☐ Plumbing alterations
- ☐ Electrical work (e.g., lights, appliances, power points)

- 
- ☐ Waterproofing
 - ☐ New tiling or splashbacks
 - ☐ New fixtures or appliances (shower, bath, toilet, sink, oven, cooktop)
 - ☐ Cabinetry and storage upgrades
 - ☐ Painting
 - ☐ Ventilation or window updates
 - ☐ Flooring updates
 - ☐ Other: _____

STRUCTURAL CHANGES

- ☐ Within existing walls
- ☐ Under-roof addition (within current house footprint)
- ☐ Extension (expanding floor plan externally)
- ☐ Not sure

DESIGN & STYLE PREFERENCES

- ☐ I have a completed design and plans
- ☐ I have a basic sketch or concept
- ☐ I need help with the design

Preferred style:

- ☐ Modern
- ☐ Hamptons
- ☐ Classic
- ☐ Industrial
- ☐ Natural/Organic
- ☐ Not sure
- ☐ Other _____

Colour scheme, tile or material preferences:

Inspiration images, Pinterest boards, or plans (optional):

- ☐ I will email / attach them with this form.

BUDGET ESTIMATE AND RESEARCH

- Estimated budget range for the renovation: _____
- Have you obtained any quotes or estimates from other builders, kitchen designers, or suppliers?
 - ☐ Yes (please provide details): _____

☐ No

- Are there any particular fixtures, finishes, appliances, or brands you want included or excluded based on your budget?

-
- Are you open to alternative materials or solutions to help meet your budget?

☐ Yes

☐ No



TIMELINE

Preferred start date: _____

☐ Flexible

☐ Need completed by a specific date: _____



ADDITIONAL NOTES OR QUESTIONS



RETURN FORM TO:

admin@a-m.com.au prior to booking your appointment, thank you.



PROFESSIONAL QUOTING & CONSULTATION SERVICE – \$1,200 + GST

Following your **initial obligation-free on-site consultation**, we offer a **comprehensive quoting and consultation service** for a fixed fee of **\$1,200 + GST**. This service includes:

- A full site measure and assessment
- Development of a tailored scope of works
- Accurate, itemised quoting based on your selections and existing site conditions
- Liaison with trusted suppliers as required
- Expert recommendations to support budgeting and design decisions

This process enables us to deliver a **clear, transparent, and realistic quote** from the outset—minimising surprises and ensuring your renovation is set up for success.

Please note: Before proceeding, a formal agreement will be signed outlining the scope and inclusions of our quoting service. This agreement is attached below for your review and will be signed **after your initial obligation-free consultation**, should you wish to proceed to the next stage.

Credit: The \$1,200 consultation fee will be fully credited toward your renovation project should you choose to proceed with us.

SELECTION APPOINTMENT FOR AN ACCURATE ESTIMATE

To provide you with the most accurate and tailored renovation estimate, we recommend visiting our trusted suppliers' showrooms to make your selections for fixtures, fittings, tiles, and materials. This step allows you to choose products that suit both your style and budget, enabling us to prepare a quote that reflects your exact preferences and project needs.

OUR TRUSTED SUPPLIERS

We proudly work with a network of reputable suppliers to ensure quality, reliability, and a wide range of choices for your renovation:

- Beaumont Tiles
- TileCloud
- Yabby
- Reece
- Future Glass
- Cairns Hardware
- Bunnings

PROFESSIONAL CONSULTATION & QUOTING SERVICE AGREEMENT FOR RENOVATION

Client Details:

Name	
Email	
Phone	
Project Address	
Date	

This agreement is made between:

Company: A-Master Construction Pty Ltd (AMC)

Contact: admin@a-m.com.au | ABN: 47 125 696 219

Client: _____

1. SCOPE OF QUOTING SERVICE

This agreement outlines the services to be provided by A-Master Pty Ltd in relation to preparing a detailed quote for proposed renovation works at the property listed above.

Services include:

- Initial site visit and consultation
- Full site measure and condition assessment
- Development of a tailored scope of works
- Itemised, detailed quote based on site conditions and client selections
- Coordination with suppliers as needed
- General recommendations on budget, materials, buildability, and timelines

2. FEE & CREDIT

A fixed **non-refundable fee of \$1,200 (inc. GST)** applies to this quoting and consultation service.

Note: This fee is **credited back to the client** if the renovation project proceeds with A-Master Construction Pty Ltd.

3. CLIENT RESPONSIBILITIES

The client agrees to:

- Provide full access to the site at the agreed appointment time
- Supply accurate information about the project scope and requirements
- Attend selection appointments with nominated suppliers to finalise product choices
- Communicate any changes or constraints in writing

4. DESIGN, DRAFTING & COUNCIL APPROVAL (IF REQUIRED)

If your renovation involves structural changes, layout reconfigurations, or extensions that require design documentation, an **additional fee of \$2,500** will apply for **design and drafting services**. This includes:

- Preparation of design concepts
- Drafting of detailed preliminary floor plans and elevations
- Coordination with relevant consultants as necessary

This design and drafting fee is **in addition to** the initial \$1,200 quoting fee. The need for this service will be discussed with you during your **initial obligation-free consultation**.

Should you choose to proceed after receiving the detailed quote, we will also coordinate the necessary **engineering and council approvals** (where applicable). These services will incur **additional fees**, which will be clearly broken down and included in your final quote.

5. AGREEMENT & ACCEPTANCE

By signing this agreement, the client confirms their intent to proceed with the quoting service and acknowledges the associated fee, scope, and terms outlined above.

Client Name	
Client Signature	
Date	

AMC Representative Name	
AMC Representative Signature	
Date	