

How to Use **MakeSpec**

For Contractors

MAKESPEC

December 2024

Ver 1.0

“Eliminating Uncertainty in Home Renovation”

Detailed Manual for Contractors

Welcome to MakeSpec!

MakeSpec app is designed to guide you step-by-step through its features with easy-to-follow on-screen instructions, making it simple for anyone to use. This guide is here to help you better understand the flow and functionality of MakeSpec. All content in this guide is the property of HomeWikii, and any unauthorized copying or use is strictly prohibited.

1. Installation and Setup

▪ Primary Device Selection and App Installation

Choose the company's primary mobile device and install the MakeSpec app on it. This device will serve as the central hub for app operations.

▪ Company Information Registration

Go to **Settings** -> **Contractor Info** and enter the following details:

- Company Name & Company Phone Number
- Website & Blog Address (if applicable)

▪ Employee Registration

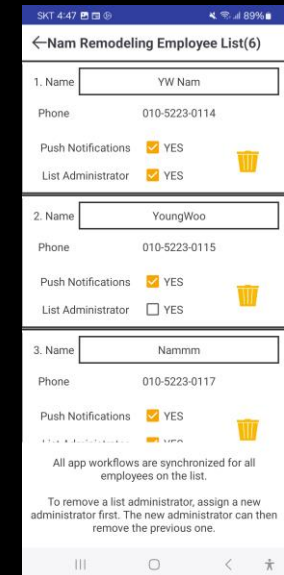
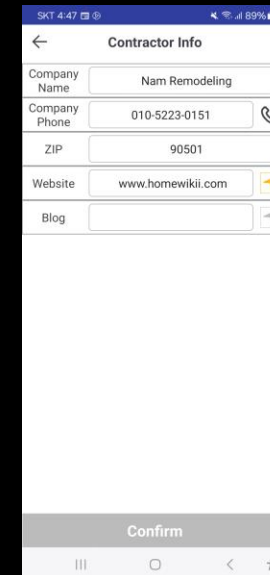
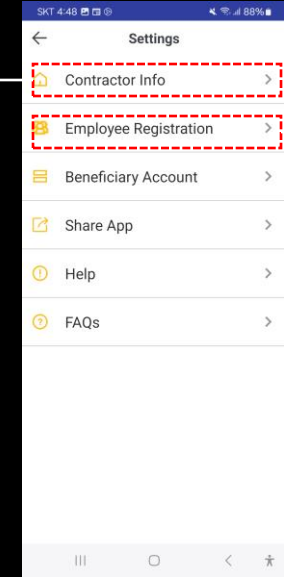
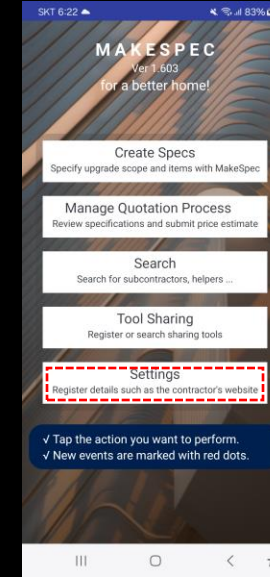
Go to **Settings** -> **Employee Registration** and add the employees who will use the MakeSpec app.

- All workflows within the app are synchronized among employees on the list.
- The employee who installs the app on the primary device automatically becomes the **List Manager**. Only the List Manager can add or remove employees.

▪ Employee Onboarding

Newly added employees should install the MakeSpec app on their devices.

The app will automatically synchronize with the primary device and other employees, ensuring seamless workflow integration.



2. Reviewing Project Information

▪ Receiving Project Information

Project details posted by homeowners or agents are sent to all registered employees.
Enable push notifications to receive real-time updates about new projects.

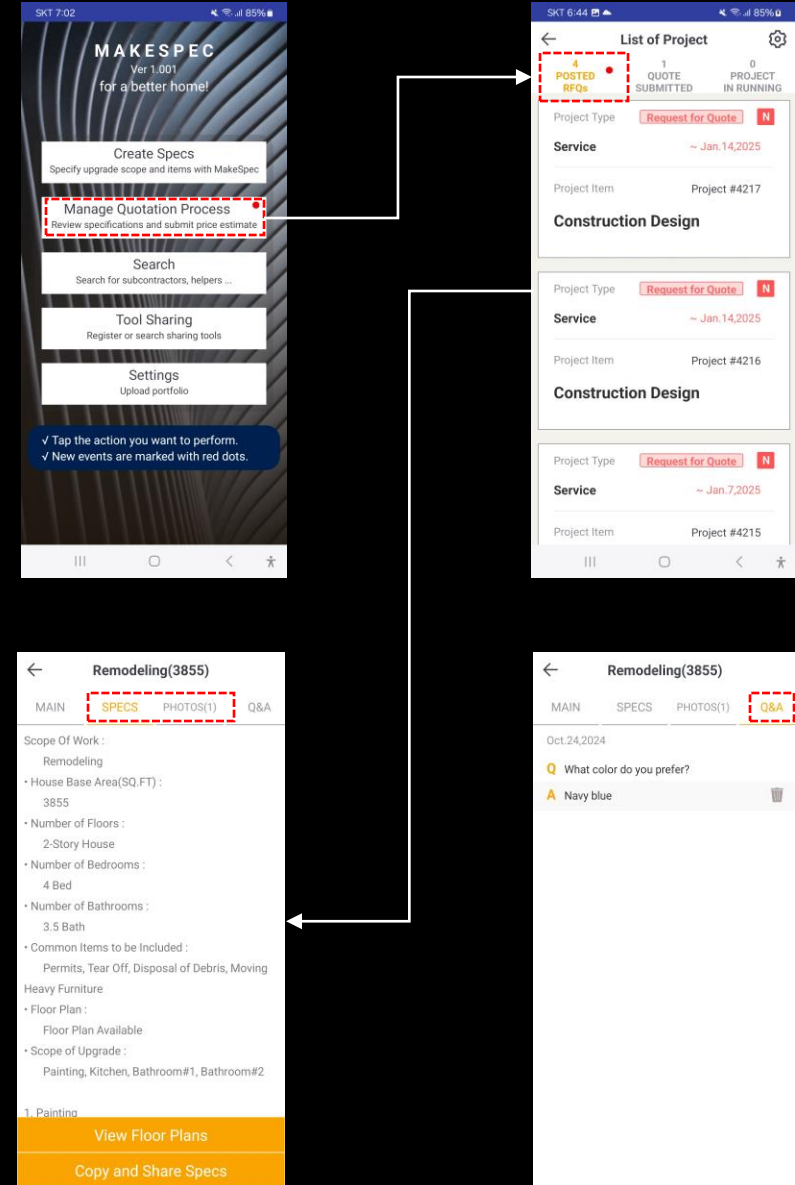
▪ Managing Quotations

Access the quotation process via **Manage Quotation Process -> Posted RFQs -> Tab on the project card.**

- SPEC: View detailed project specifications and attached floor plans.
- PHOTOS: Review images associated with the project.
- Q&A: Post questions regarding the specifications and review answers.

(Note) The Q&A content is visible to all contractors who have received the project information.

- Using the specifications provided by the homeowner, contractors can prepare a price quote remotely **without a site visit**. Any questions or requests for clarification can be resolved through the Q&A feature.



3. Submit a Quote

- **Access the Quote Creation Process**

Go to **Manage Quotation Process -> Posted RFQs -> Main.**

- **Generate the Quote Form**

Tap the quote price input field or the (i) icon to automatically generate a quote creation form.

The system automatically extracts and displays only the items included in the specifications.

Enter the labor and material costs into the corresponding input fields.

- **Complete the following fields:**

- Payment Schedule
- Project Duration
- Contractor License Number

- **After filling out all required fields, submit the quote for review.**

Remodeling(3855)

MAIN SPECS PHOTOS(1) Q&A

Current Stage Request for Quote

Quote Price ⓘ

Payment Schedule

Advance Payment %

Progress Payment %

Final Payment %

Deposit 0 %

TOTAL %

Project Duration days

Contractor License # 123

Submit

Remodeling(3855)

MAIN SPECS PHOTOS(1) Q&A

× **Estimation of Remodeling Costs**

Labor Cost \$

Material Cost \$

Total Cost \$

Common Items

Permits, Tear Off, Disposal of Debris, Moving Heavy Furniture

Labor \$

1. Painting

Interior Painting

Labor \$

Material \$

2. Kitchen

Repair Cabinet, Countertops, Faucet

Labor \$

Finish

4. Sign and Negotiate the Construction Contract

▪ Real-Time Quote Delivery

The submitted quote is immediately sent to the homeowner or agent who posted the specifications via their mobile device.

▪ Homeowner Selects a Contractor and Sign a Contract

Homeowners evaluate submitted quotes from contractors and select the one that best meets their needs.

- They then enter their name and address into the system-generated standard contract.

▪ Real-Time Contract Delivery

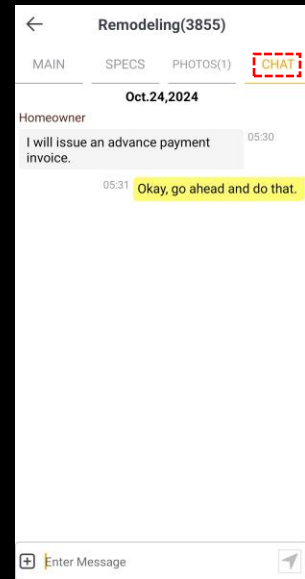
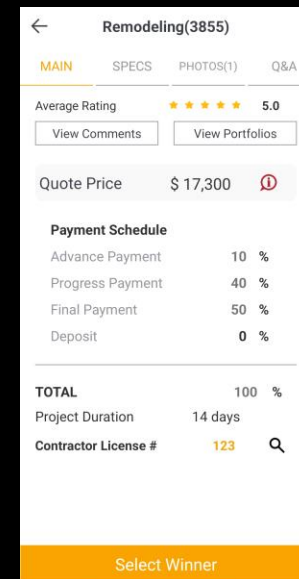
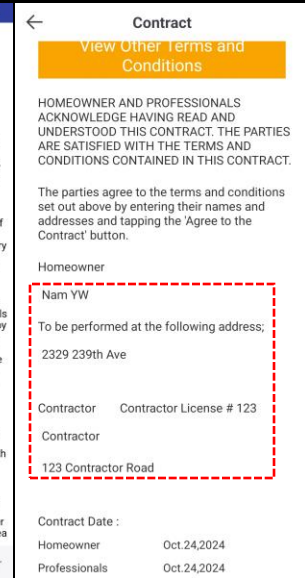
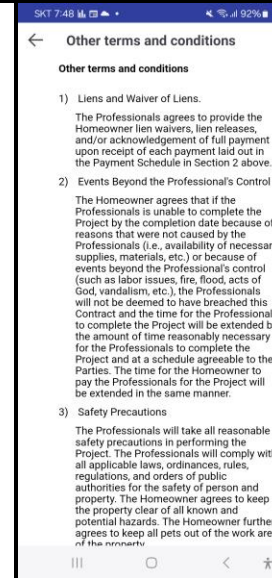
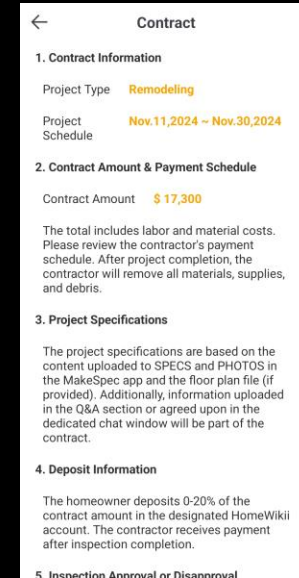
Once signed, the contract is immediately sent to the selected contractor's mobile device in real time.

▪ Review and Conclude

Review the received contract carefully. Once satisfied, sign it to finalize the agreement and conclude the contract.

▪ Flexible Contract Adjustments

The contract terms can be modified at any time using the dedicated chat window, enabling seamless communication and negotiation between both parties.



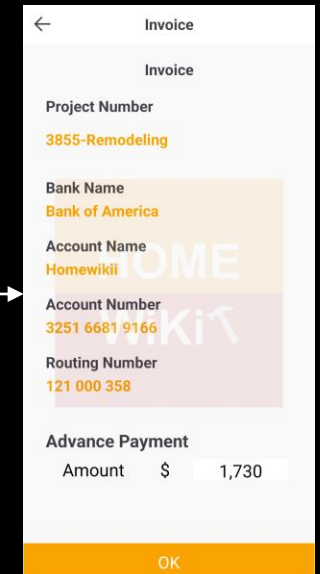
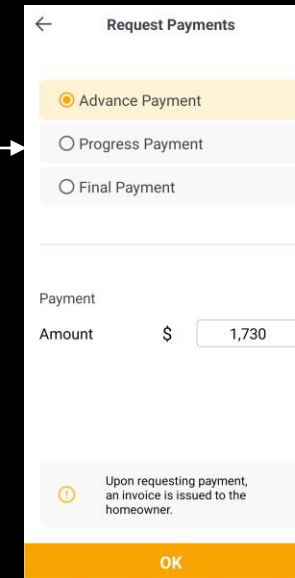
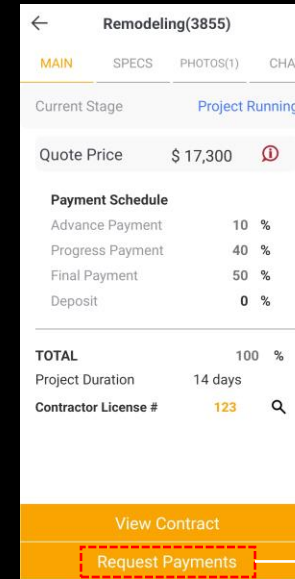
5. Construction Progress

▪ Dedicated Chat Window

After both parties sign the contract, a dedicated chat window is automatically created for communication.

- Go to **Manage Quotation Process** -> **Tap on the project card in PROJECT IN RUNNING** -> **Select the CHAT** menu
- Use the chat to modify contract terms or monitor construction progress.

(Note) All agreements and updates recorded in the chat take precedence over the original contract terms.



6. Payment Request

▪ Requesting Payment

Payments can be requested based on construction progress and the payment schedule outlined in the contract. Both parties should discuss and agree on the payment through the chat window before initiating the request.

- Go to **Manage Quotation Process** -> **Tap on the project card in PROJECT IN RUNNING** -> **Request from the MAIN** menu

▪ Invoice Delivery

Once the payment request is submitted, the MakeSpec app automatically generates an invoice and sends it to the homeowner via mobile.

7. Inspection

▪ Requesting an Inspection

After completing the construction, request an inspection from the homeowner.

- Go to **Manage Quotation Process** -> **Tap on the project card in PROJECT IN RUNNING** -> **Select the MAIN** menu

▪ Submitting the Inspection Request

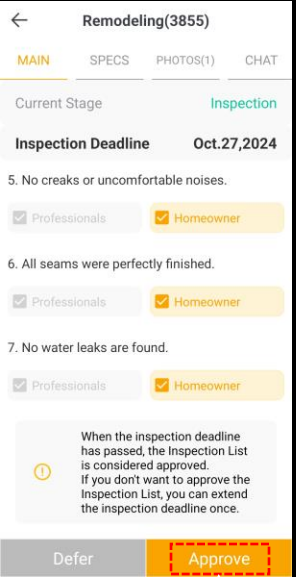
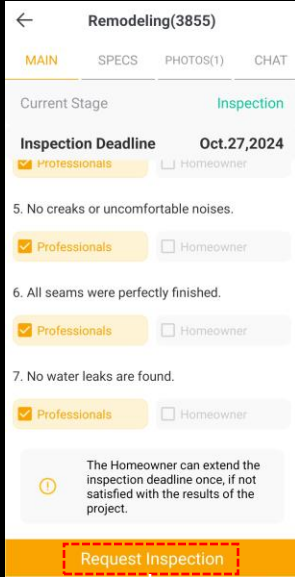
Review the inspection items and tap Request.

The inspection request will be immediately sent to the homeowner via mobile device.

▪ Approval and Completion

Once the homeowner approves the inspection, the project is officially marked as Project End.

(Note) The homeowner may decline approval and specify a supplementary period for completing additional work. Both parties can negotiate and resolve issues using the chat function.



8. Create a Specification

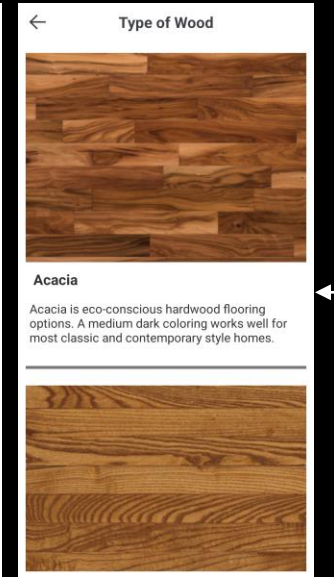
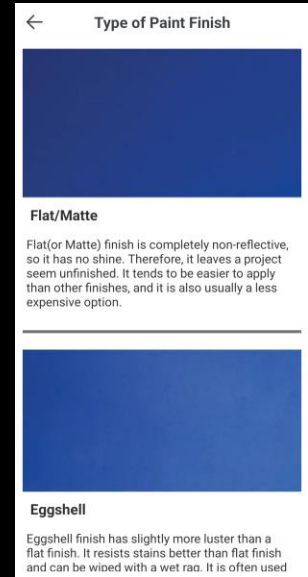
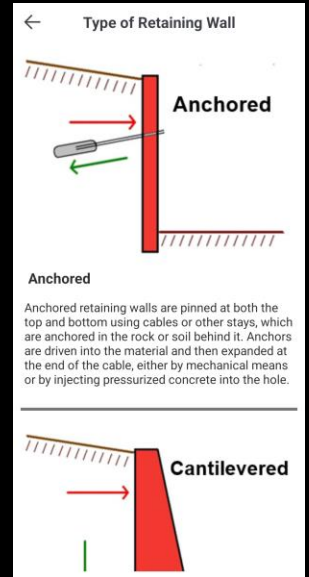
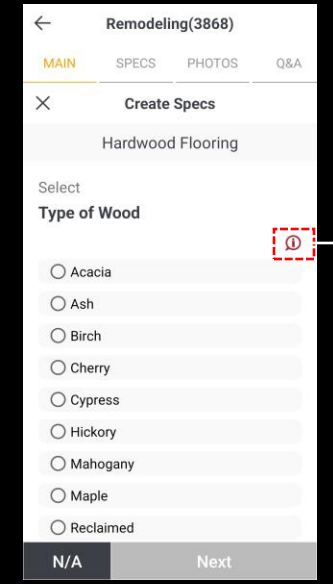
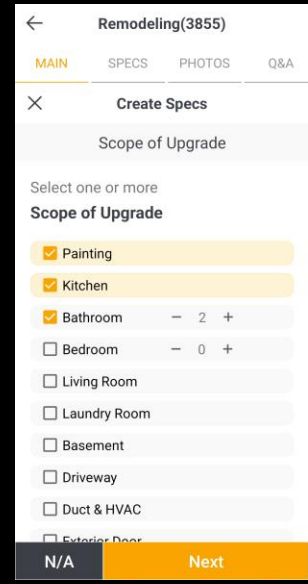
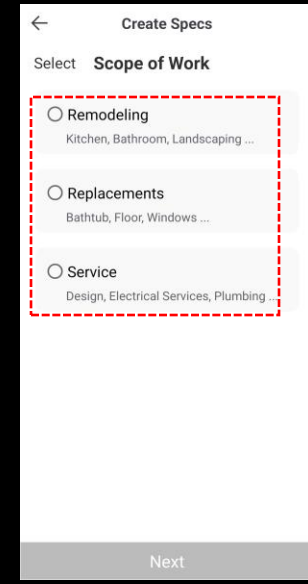
▪ Create a Specification

Contractors can use the Create Specs feature to generate a specification sheet for homeowners who do not have one.

- The MakeSpec app helps ensure that no items are overlooked, even for large-scale projects like remodeling.
- Additionally, contractors can explore available material types and specifications directly within the app to create comprehensive and accurate specifications.

▪ Work Type Classification

Work types are categorized into **Remodeling, Replacement, and service** based on contractor license criteria. If the project involves two or more trades, it is classified as Remodeling.



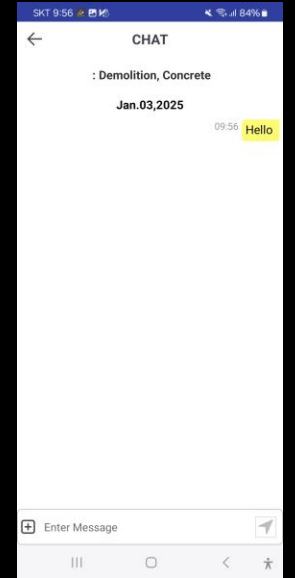
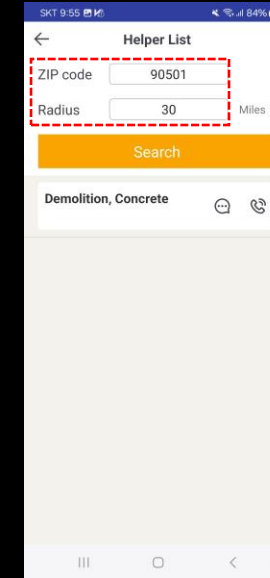
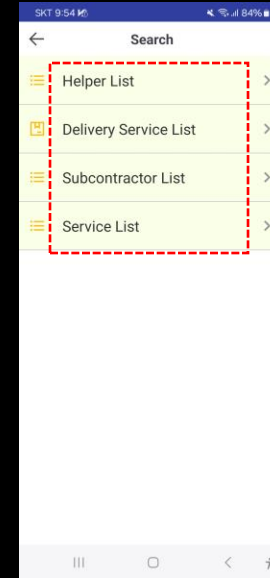
9. Search

▪ Find Subcontractors, Helpers, and Delivery Services

Search for subcontractors, helpers, and delivery services registered in the MakeSpec app.

- Go to **Search -> Select Service -> Set ZIP Code and Radius**
- Select from the search results and discuss service details, prices, and other terms through the dedicated chat window.

(Note) MakeSpec acts as a broker and **does not incur any costs** for these services.



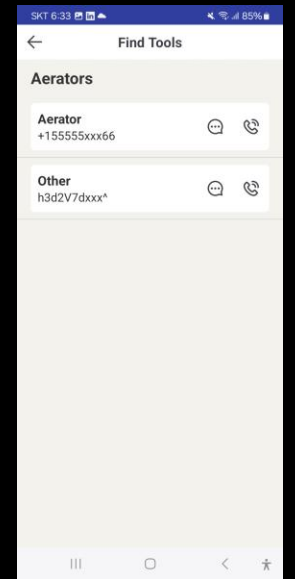
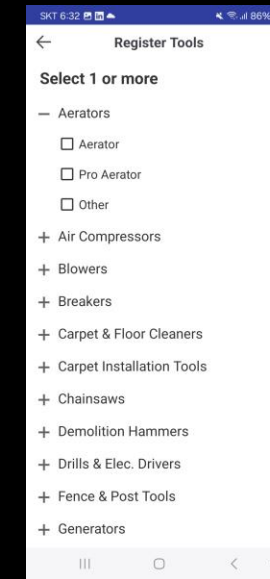
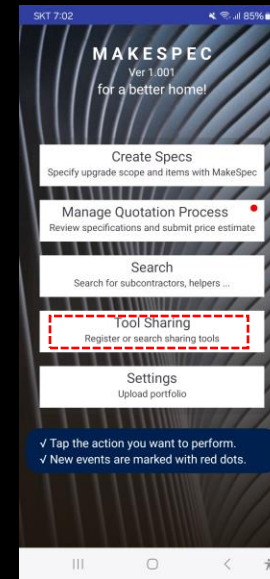
10. Tool Sharing

▪ Register or Search for Tools

Use the tool-sharing feature to register tools for sharing, or search for tools to borrow.

- Go to **Tool Sharing -> Select Register Tools or Find Tools**
- Select from the search results and discuss delivery methods, prices, and other terms through the dedicated chat window.

(Note) MakeSpec acts as a broker and **does not incur any costs** for these services.



“Our bid to eliminate uncertainty in home renovation”



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