

Use case 1: Audio to Report examples.

Problem: “I forget details from meetings and waste time writing up notes or quotes after.”

Solution: Use your phone to record meetings, then let ChatGPT transcribe and summarise the key points into reports or quotes.

Benefit: Saves time, improves accuracy, and ensures you never miss action items or client requirements.

What You Need:

- iPhone (iOS 17+) — Voice Memos has built-in transcription (offline).
- Samsung (S21+ or Fold/Flip/Tab with One UI 6.1) — Use Transcript Assist.
- Pixel 2+ — Comes with Recorder app for real-time, offline transcription.
- Other Androids/iPhones — Use apps like Otter.ai, Live Transcribe, and others of your choice.

How It Works:

1. Record your meeting or site visit.
2. Paste the transcript into ChatGPT or talk to it via a microphone.
3. Use a custom prompt to obtain a summary, a quote-ready breakdown, or a list of action points.

Sample Use Case Prompts:

Summarise a meeting example

1. “Can you summarise the following transcript with the key points from the meeting, actions to follow up, and any decisions made?”

Quote summary example

2. “Based on this transcript, create a detailed quote outline for the work the client described, including materials, labour, and special notes.”

Now try it with any document you need to review, docx/pdf/rtf/txt

Requirements example

3. "Can you extract the client requirements from this transcript and present them in a bullet point format for my reporting tool?"

Document summary example word/pdf/rtf

4. "Can you take this word/pdf/rtf file and summarise it for the actions mentioned in the meetings that I need to complete by a certain time?"

Contract review example word/pdf/rtf

5. "Can you take this file and review this contract from the point of view of the client and are there any clauses we should be looking out for?"

Results:

- A polished summary or quote draft in 10–20 seconds.
- Zero typing after your meeting.
- Reuse the prompts across multiple jobs.

Bonus Use Case:

Combine this with image generation use case demonstrated next. After summarising a site visit, prompt ChatGPT to create a visual concept for your quote.

Prompt Example:

"Now generate an image of a renovated kitchen layout with white cabinets, herringbone flooring, and skylights — based on the client description in the transcript."

Use case 2: Image generation examples.

1. Tradesperson: Before-and-After Visuals for Marketing

Problem:

Tradespeople, such as plumbers, joiners, and decorators, struggle to show clients a compelling visual representation of their work.

Solution:

Utilise image generation to create visually appealing “before-and-after” style images for portfolios, quotes, or Instagram posts.

Sample Prompt:

“Show a cluttered utility room transformed into a modern, practical home office with white walls, smart lighting, and ergonomic furniture.”

User Benefit:

- Saves 2–3 hours editing photos or hiring a designer
- Improves marketing professionalism instantly
- Engages visual-first clients and builds trust

2. Content Creator: Custom Quote Graphics for Social Media

Problem:

Creators and solopreneurs waste time designing branded visuals for daily posting.

Solution:

Instantly generate stylized quote cards or visual affirmations with branding.

Sample Prompt:

“Design an inspirational quote image that says ‘Work smarter, not harder’ on a sunrise background with a clean business style and Summone Consulting logo.”

User Benefit:

- Saves 1–2 hours per post
- Removes need for Canva or Photoshop skills
- Delivers professional brand consistency

3. Small Business Owner: Visual Branding Concepts

Problem:

Struggling to visualise how their brand could look across packaging, websites, or uniforms.

Solution:

Use ChatGPT to generate mock-ups of brand assets or themed visuals for pitch decks or discussions.

Sample Prompt:

“Show a coffee truck with a clean, eco-friendly brand look using forest green and white, minimal text, and wooden textures.”

User Benefit:

- Saves ~£300–£500 on early design mock-ups
- Accelerates brand identity formation
- Helps get faster feedback from peers/customers

Use case 3: Simple Comprehensive Quote system

1. Tradesperson: Instant Quote Breakdown with VAT and Markup

Problem:

Tradespeople often manually calculate material costs, add markup, and estimate labour and VAT, which is time-consuming and prone to error.

Solution:

Use ChatGPT to instantly generate detailed quotes with itemised materials, markup %, labour cost, and VAT — in a professional format.

Sample Prompt:

“Create a quote for a job with £300 in materials, 25% markup, 2 days labour at £180/day, and 20% VAT.”

User Benefit:

- Saves **30–45 minutes** per quote
- Ensures **consistent profit margins and tax accuracy**
- Delivers **client-ready quotes instantly**, even on-site or via email

2. Quoting for Garden Landscaping

Problem:

Manual quoting takes 30–60 mins calculating materials, labour, and VAT.

Solution:

Use ChatGPT to generate a detailed quote including itemised materials, labour cost, markup, and tax.

Sample Prompt:

"I need to install fencing along the side of the house. It's 5m x 5m x 5m. The fencing will be 2m high. I have a preferred supplier <https://www.tartantimber.com/collections/all> Can you provide me with the information I require to obtain a quote for the raw materials? Labour: 2 days @ £200/day. Add 20% markup and 20% VAT. "

User Benefit:

- **Breakdown: Material cost + markup, added labour + VAT.**
- Ready to copy into a quote email or template.
- **Time Saved: 30–45 mins per job**
- **Benefit:** Faster quoting, consistent profit margins, and professional presentation.

3. Decorator: Paint Job Quote Generator

Problem:

Painters and decorators often estimate room jobs inconsistently, forgetting markup or missing out VAT.

Solution:

Use ChatGPT to generate a consistent quote based on room sizes, paint types, material costs, and labour rates.

Sample Prompt:

"Quote to paint 3 rooms. Materials: £120. Labour: 2 days @ £160/day. Add 15% markup and 20% VAT."

User Benefit:

- Saves **20–30 mins** of pricing work
- Reduces pricing mistakes
- Looks more professional to homeowners or agencies

4. Electrician: Fuseboard/Consumer Unit Job Quoting

Problem:

Electricians manually estimate small parts and labour for common jobs like fuseboard replacements — it adds up in lost time.

Solution:

Use ChatGPT to generate a full quote based on parts, markup, and labour rate.

Sample Prompt:

"Quote to replace a fuseboard: Parts £180, Labour 1 day @ £250, 15% markup, 20% VAT."

User Benefit:

- Saves **20–30 mins** each time
- Creates clean, itemised quotes for customer clarity
- Reduces admin between jobs or while mobile

Bonus Use Case: Quoting Template Reuse for Ongoing Work

Problem:

Repeated jobs like boiler servicing or fencing get retyped each time — wasting time.

Solution:

Save prompt templates in ChatGPT to reuse with updated values — like a smart quoting assistant.

Sample Prompt Template:

“Quote for [JOB NAME] with material cost £[X], labour [days] @ £[rate], [markup]% markup, and [VAT]% VAT.”

User Benefit:

- Saves **5–10 minutes per recurring quote**
- Builds consistency across quotes
- Empowers team to quote with confidence

Final Summary Slide for Your Talk

“Quoting doesn’t have to be admin hell.”

With ChatGPT, trades and service professionals can automate quoting in minutes — saving up to **45 minutes per job**, cutting down errors, and winning work faster with professional, consistent pricing.