



## Association of Master Tradesmen

### Masters of finely selected builders

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*I was very pleased to receive a call from Master Tradesmen. I honestly did not know where to start when trying to find a builder. Their advice and referrals really helped me make the right choice.*

- Emma Clark, Manchester



#### WHO ARE WE?

The Association of Master Tradesmen is a consumer protection body and trade association helping the nation by providing up to 4 free recommendations with no obligation.

When using a master tradesman certified builder, we guarantee to provide support throughout and are on hand to assist with any queries you may have.

## WHY CHOOSE A MASTER TRADESMEN CERTIFIED BUILDER?

We have finely selected building companies nationwide. Our members are strictly vetted, checked, and continuously monitored throughout their membership to ensure the highest standard of work.

Unlike other associations, we don't automatically match the builders to you. We carefully hand select the building company that match your criteria.



## TYPES OF PROJECT

- Extensions
- Garage Conversions
- Loft Conversions
- Internal Renovations
- New Builds
- Barn Conversions
- Outbuilding Conversions

*The Association of Master Tradesmen have been absolutely outstanding... from first presenting trusted builders in the area to weekly and monthly calls to ensure that the builders were on target. Their service is free and I cannot recommend them enough.*

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## WHAT WE PROVIDE



### FREE QUOTES

Free no obligation quotes from up to four local builders.



### PERSONALISED SERVICE

Your own account manager will follow the build from start to finish.



### VETTED BUILDERS

All members are reference checked, with a copy of Public Liability Insurance held on file, available on request



### BUILDING ADVICE

We offer contract templates, advice on stage payments and a free building guide.

## LOOK OUT FOR

Be very careful about taking on a builder who:

- Offers a worryingly cheap quote
- Is unwilling to provide a written quotation
- Is unwilling to provide names and numbers as references
- Will not put a stage payment plan in place
- Has imminent start dates available
- Requires a large deposit of more than 25%

## CHOOSING A BUILDER

Get quotes from at least four builders. This will ensure you are getting a competitive quote, but remember choosing the cheapest is not always the best choice.

Ask for fixed quotes not estimates. Estimations are fine in the initial stages of planning, but ensure you have a fixed quote and a breakdown of costs before you sign a contract and work begins.

Make sure your fixed quotation covers all of the work needed and specific details such as materials, site clearance and time scales are included.

Always ask for a minimum of three references of previous customers they have carried out work for. A good builder should be able to give you references you can call and arrange a site visit where you can see recently completed work first hand.



*We had difficulty finding suitable builders to quote for an extension and garage conversion. The Association of Master Tradesmen quickly provided four tradesmen in our area... He completed the build entirely to our satisfaction. We were very glad we found this service and the assistance they provided. - Mr Watson*

## 10 TOP TIPS

1. Draw up a work brief so you know what you want to achieve.
2. Ask how long the chosen builder has been trading and check if they have in-date Public Liability Insurance.
3. Draw up a contract to be signed before work starts.
4. Check what cover your builder has in case of insolvency.
5. Use a stage payment schedule. Only pay for work that has been carried out and that you are happy with and ensure Building Control have signed off each stage of the project.
6. Never agree to paying more than 25% of total build in cash up front.
7. Use an escrow service such as Transact to provide monetary security for each payment stage.
8. Ask for a receipt for any payments made.
9. Communicate throughout - ask for regular updates after each stage is complete and keep a diary of how the work is progressing.
10. Put aside a contingency fund of 10-15%.



## YOUR CHECKLIST

### A QUOTATION SHOULD CONTAIN

- ☐ Company name and contact details
- ☐ VAT registration numbers (if applicable)
- ☐ Customers details
- ☐ Breakdown of work and costs involved
- ☐ Total cost of the project including VAT (if applicable)
- ☐ Estimated timeframe
- ☐ Stage payment plan
- ☐ Details of deposit required (if applicable)
- ☐ Details of warranty or guarantee provided on the work

### A CONTRACT SHOULD CONTAIN

- ☐ The full scope of work
- ☐ When the work will start and approximate time frame
- ☐ The cost as per the quotation (including VAT if applicable)
- ☐ Any guarantees included
- ☐ Services and facilities that are available for use (e.g. toilets, parking, water supply, storage)
- ☐ How the site can be accessed and any limits on how and when the site can be used
- ☐ Details for removing rubbish
- ☐ Stage payment plan
- ☐ Any alterations to the contract
- ☐ Procedure for any disputes

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### WHAT TO ASK REFERENCES

- ☐ What was the type of project?
- ☐ Has the project been completed? If so, when?
- ☐ As a company were they professional and polite?
- ☐ How did you find the standard of work?
- ☐ Did they keep to timescale and within budget?
- ☐ Were there any changes to the original quotation provided?
- ☐ How did you hear about the building company?





Single Storey Extension  
CWN Developments



Garage Conversion  
Excell Building & Construction



Side Extension  
S R H Builders



New Build  
JD Construction Ltd

*The building project is complete and we are delighted with the result. Many thanks for your help throughout. We think you actually saved us from making a serious mistake as we had originally only had one quotation. - Mr Lewis*

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For more advice visit our website [www.mastertradesmen.co.uk](http://www.mastertradesmen.co.uk)  
See examples of work our builders have carried out on social media



[/mastertradesmenuk](https://www.facebook.com/mastertradesmenuk)



[@MasterTradesmen](https://twitter.com/MasterTradesmen)



Trustpilot



## CONTACT US

Give us a call for more information about our service.

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