10 Signs Your Admin Is Costing You Jobs

A checklist for contractors · Control, all in one place

Admin rarely gets blamed when a job is lost, but it's often the reason. Slow quotes, missed calls, double-booked crews and surprise costs quietly push customers toward someone else. Tick every sign that sounds familiar.

- [ ] **1. Quotes go out days after the site visit.**
  Odoo builds quotes from your saved products and labour rates, so they can go out the same day, even from the truck.
- [ ] **2. Customer messages get lost across email, texts and Teams.**
  One shared inbox and job record keeps every conversation attached to the customer and the job.
- [ ] **3. Nobody's sure which spreadsheet is the real one.**
  One live database replaces the copies, so everyone works from the same numbers.
- [ ] **4. Crews show up without the right info or materials.**
  Field Service puts the schedule, job notes, photos and parts list on each worker's phone.
- [ ] **5. Purchases happen without approval.**
  Purchase orders route for approval before anything is ordered, and every PO ties back to a job.
- [ ] **6. Company card receipts vanish into a shoebox.**
  Expenses are snapped, coded to a job and approved in one place, so nothing goes missing.
- [ ] **7. You find out a job lost money after it's finished.**
  Job costing tracks labour, materials and purchases as they happen, so you can act while there's still time.
- [ ] **8. Invoices wait until someone has time to type them up.**
  Invoices come straight from completed work and timesheets, so billing keeps pace with the field.
- [ ] **9. Truck costs, maintenance and fuel live in a separate tool.**
  Fleet sits inside the same system, so vehicle costs land on the jobs they support.
- [ ] **10. Your website doesn't talk to the rest of the business.**
  An Odoo website feeds enquiries and bookings straight into your pipeline, with no re-typing.

Ticked three or more? Your admin is working against you. JLWDesign Inc sets up Odoo as one connected system for quoting, scheduling, purchasing, expenses, fleet, invoicing and your website.

Book a free discovery call: https://jlwdesigninc.odoo.com/appointment/jlwdesign-discovery-call-1

JLWDesign Inc · John Weaver