SAMPLE DOCUMENT · Fictional company, project and people · Prepared by Alpha Seed (alphaseed.ca) to show AI document workflows · Not for use

EXAMPLE BUILDERS LTD.
Garage suites, infills & renovations · Calgary

300, 789 Sample Way SE, Calgary, AB
403-555-0188 · office@example.com
GST 00000 0000 RT0001 (sample)

After-hours call: new lead

Garage Suite, 123 Example Street NW · summary written by the AI front desk when the call ended

CALL	**C-0803-2140**
DATE	Mon Aug 3, 2026
TIME	9:40 PM (after hours)
LENGTH	3 min 48 s
HANDLED BY	AI front desk

Site visit booked: Tue Aug 4, 2026, 8:00 to 8:45 AM, 123 Example Street NW, with Alex Example (estimator). Invites sent to Pat and Alex at 9:44 PM; reminder text Tue 7:00 AM. Drawings and spec uploaded by the caller at 10:02 PM (13 sheets + project manual excerpt). Lead marked **hot**.

Caller

NAME	Pat Example (owner, with Sam Example)	PHONE	403-555-0117
EMAIL	pat.example@example.net	SITE	123 Example Street NW, Calgary, AB
FOUND US	Google search: "garage suite builder Calgary"	BEST TIME	Before 8:30 AM or after 5 PM

What they want

- Two-storey backyard suite above a double garage, 24' x 26', on the lane. One bedroom.
- Drawings ready: Example Design Co., Rev 0, issued for pricing Jul 27, 2026 (13 sheets) and a project manual excerpt.
- Development permit approved. Building permit applied for on Jul 30.
- Start as soon as possible in September. Finished before Christmas: a tenant is lined up for January.
- Budget "somewhere around three hundred to three fifty" (caller's words). Financing in place with their bank.
- Getting three quotes. Decision by Fri Aug 21.

Fit check

Check	Result	Note
Type of work	Good fit	Garage suites are core work.
Location	Good fit	NW Calgary, inside the service area.
Schedule	Possible	Needs the building permit by the end of August. Finishes fall in Nov-Dec.
Risk to check	Flag	A firm finish date in winter: look for liquidated damages and winter-heat clauses in the spec.
Budget	Plausible	In line with recent garage suites of this size. Confirm after the takeoff.

For Alex before the site visit

- Lane access for the concrete truck, the lumber drop and the truss boom truck. The garage door faces the lane.
- Routing of water, sanitary, gas and power from the house (about 29' between buildings).
- Existing fence and trees along the lane and the east side yard.
- Ask: designer contact for questions (Example Design Co.); timing of owner selections (cabinets, flooring, fixtures).

DRAFTED BY AI
Alpha Seed AI · front desk agent
Mon Aug 3, 2026, 9:44 PM · call answered, qualified, visit booked

REVIEWED & APPROVED BY
Alex Example, Estimator
Tue Aug 4, 2026, 6:52 AM · read before the site visit

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Call transcript

Automatic transcript. The caller was told at the start that the line is answered by an AI assistant.

AI front desk	Example Builders, this is the after-hours line. I'm an AI assistant for the office. How can I help?
Pat Example	Hi. I'm looking for a builder for a garage suite, the kind with a suite above the garage. I know it's late.
AI front desk	No problem, that's what I'm here for. Garage suites are a big part of what Example Builders does. Can I get your name and the address of the project?
Pat Example	Pat Example. It's 123 Example Street Northwest.
AI front desk	Thanks, Pat. Do you already have drawings, or are you starting from an idea?
Pat Example	We have drawings. Our designer, Example Design, issued them for pricing last week. Thirteen sheets and a spec.
AI front desk	That helps a lot. Roughly how big is the building?
Pat Example	Twenty-four by twenty-six, two storeys. Double garage on the main floor and a one-bedroom suite upstairs.
AI front desk	And where are you with permits?
Pat Example	The development permit is approved. We applied for the building permit on the thirtieth.
AI front desk	Good. When would you like to start, and when do you need it finished?
Pat Example	As soon as we can in September. We'd like it done before Christmas. We have a tenant lined up for January.
AI front desk	Understood. That's a tight winter schedule, so our estimator will check the spec for any completion penalties. Do you have a budget in mind?
Pat Example	Somewhere around three hundred to three fifty.
AI front desk	Thank you. Is financing in place?
Pat Example	Yes, with our bank.
AI front desk	Are you getting other quotes?
Pat Example	Three in total. We want to decide by the twenty-first.
AI front desk	That works. Our estimator, Alex, can meet you on site to look at access and services. I have tomorrow, Tuesday, at 8 a.m., or Thursday at 4 p.m. Which is better?
Pat Example	Tomorrow at eight is perfect, before work.
AI front desk	Booked: Tuesday, August 4, 8:00 to 8:45 a.m., at 123 Example Street Northwest, with Alex. I'll text you a confirmation and a link to upload the drawings and the spec. What's the best number and email?
Pat Example	This number, 403-555-0117. Email is pat.example@example.net.
AI front desk	Got it. One last thing: is the lane the only access for trucks?
Pat Example	Yes, the garage door faces the lane.
AI front desk	Thanks, Pat. Alex will see you at eight. Have a good night.
Pat Example	Thanks, you too.