Client-Ready PM

FREE PRACTICE SHEET

Over Budget? How to Answer "Can You Absorb the Cost?"

A client asks if you can absorb a cost increase, and you name the cause, price the difference and offer the proof

PRACTICE THESE LINES

Read each sentence aloud, in order. When you reach the end, read the whole email once more, start to finish.

I understand the concern about cost.

The steel price rose after the cap was agreed, so I will price the difference in a change order.

I can also send the supplier's price notice, so you can review the new price.

MAKE IT YOURS

Now say it about your own project. Fill each blank with your details.

show you heard the worry _____ *the cause, then what you will do with the extra cost* _____

the proof you offer, and why _____

KEY PHRASES

“the cap”
The maximum price the client and you agreed in the contract.

“a change order”
A written change to the contract that adds the extra cost to the price.

“price the difference”
Work out the extra cost and put it in writing, so nothing is absorbed.

“the supplier's price notice”
The supplier's written notice of the new price. It is your proof.

“I can also send”
Offers the proof, so the client can check it themselves.

Read the full script. Scan the code, or go to https://clientreadypm.com/t/63

Watch on YouTube. https://youtu.be/PENDING-YOUTUBE-ID

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