

Organise photographs so the tree and the feature of concern can be connected. Label the date and location rather than relying on the order of images in a message. Use views taken from an accessible position and explain what each image is intended to show.

Start with a clear question

Begin by stating what you want to understand, then add the observations that led to the enquiry. Keep preferences, reported changes and an assessor's later explanation distinguishable. This leaves room for a recommendation https://easypdfshare.com/p/Sv_5BWogJqjReINaHHfcA.pdf that differs from the first idea you had for the tree.

This tree-care planning guide from Progressive Tree Service focuses on photograph handoff and the information needed to discuss it clearly.

The brief for a property manager

Identify the property contact who can answer access questions and the person who reviews the proposal. Explain which entrances and routes are normally in use. Ask what needs to be arranged with other people before a date is discussed.

Questions to keep with the record

Which view or location detail would make the question easier to understand? What information should accompany the first enquiry? Ask for an explanation that connects the answer with the particular tree and proposed work, then record anything still unresolved.

A practical next step

Send a short summary with the labelled record. If part of the situation is uncertain, identify the uncertainty and ask how it should be resolved.

Retain the original observation with the photographs instead of replacing it with an uncertain interpretation.

Pass on the agreed description itself, rather than shortening it into a general maintenance request.