

Note where the insects were seen, what was visible on the tree and when the observation was made. Keep uncertain names out of the description or label them as questions. Ask which views would help the tree-care professional understand the enquiry.

Make the proposed work readable

Read the proposal alongside the original enquiry and ask whether the two refer to the same tree and concern. Check the purpose and practical arrangements as well as the task name. Request clarification if a broad phrase could describe more than one kind of work.

This tree-care planning guide from Progressive Tree Service focuses on insect observations and the information needed to [tree inspection preparation](#) discuss it clearly.

The brief for a homeowner

Write the brief so it will still make sense after the initial conversation. Include the tree location, the reason for the enquiry and the surrounding area you want considered. Someone reviewing the proposal later should be able to connect each item with the same tree.

Questions to keep with the record

What additional information is needed before discussing the observation and possible next steps? Can the written description be checked against the concern? Ask for an explanation that connects the answer with the particular tree and proposed work, then record anything still unresolved.

A practical next step

Keep the clarification with the proposal. If the scope changes, request an updated description rather than relying on a remembered conversation.

Separate an observation about insects from an assumption that a treatment has already been chosen.

Keep the agreed work separate from ideas you are still considering for the rest of the garden.