

Contractor Evaluation Checklist



CONTRACTOR

Contractor

Mobile/Text

Address

Office Phone

Email

Notes

GENERAL INFORMATION / QUESTIONS

Work history, experience

Licensing, insurance, bonding

Company management

Communication systems

Design services

Job safety, cleanliness

Process for selections and changes

Payment/draw process

Customer references

Portfolio of completed work

Estimated project timing — planning through completion

Sample contract, specifications

Contractor Evaluation Checklist



REFERENCES

Gather feedback in the following areas:

Reputation
Quality Workmanship
Organization

Communication
Cooperation
Customer service

Customer service
Financial stability
Honesty

Reference:

Perceptions:

Reference:

Perceptions:

Reference:

Perceptions:

Reference:

Perceptions:

Reference:

Perceptions:

Notes