

Contractor Hiring Sheet

Questions for Choosing the Right Professional



PROJECT: _____

COMPANY/CONTRACTOR: _____

CONTACT PERSON: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

yes : no

DOCUMENTATION AND LEGALITY



- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Could you provide me your license/certification number? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Could you send me a copy of your certificate of insurance? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be responsible for obtaining the required permits? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you provide a written lien waiver? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you offer warranty for labor and materials? _____ |

yes : no

BACKGROUND



- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Are you familiar with this type of project? |
| <input type="checkbox"/> | <input type="checkbox"/> | May I see a portfolio of your recent work? |
| <input type="checkbox"/> | <input type="checkbox"/> | Could you provide a list of references? |

BUDGET AND PAYMENT



What is the payment schedule?

What services are included in your basic fee?

yes : no

WORKING METHOD



- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Will you set up the required inspections? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you hire sub-contractors for the job? |

What will a workday look like when the project starts?

How will you protect my property from damage?

TIMELINE



What is the expected timeline for this project?

Will the timeline be affected by any holiday season?

What happens if the agreed timeline is not met?

Other questions you may want to ask:

How often would I get updates on the project?

What challenges do you foresee?

What about your dispute resolution process?

NOTES


