

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 competed work
Estimated project timing — planning through completion
Sample contract, specifications

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