|  |  |
| --- | --- |
| **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 | Communication | Customer service |
| Quality Workmanship | Cooperation | Financial stability |
| Organization | Customer service | Honesty |
| Reference: | | |
| Perceptions: | | |
|  | | |
|  | | |
|  | | |
| Reference: | | |
| Perceptions: | | |
|  | | |
|  | | |
|  | | |
| Reference: | | |
| Perceptions: | | |
|  | | |
|  | | |
|  | | |
| Reference: | | |
| Perceptions: | | |
|  | | |
|  | | |
|  | | |
|  | | |
| Reference: | | |
| Perceptions: | | |
|  | | |
|  | | |
|  | | |
| Notes | | |
|  | | |
|  | | |