



CONTRACTOR INTERVIEW WORKSHEET

YOUR BUSINESS INFORMATION

Name of Company:

Registered Business Address:

Phone Number:

Website:

Years in Operation:

Are your company a member of any industry or trade associations?

JOB SPECIFIC INFORMATION

1. What services do you provide?
2. Describe your level expertise in each of the services mentioned above.
3. How do you plan to carry out the project? Will you complete it in phases?
4. How long will it take to complete the project?
5. Can you provide at least three customer references?
6. Describe the nature of the work completed for the references and the duration of the projects.

CONTRACTOR SPECIFIC INFORMATION

1. Do you have worker's compensation or similar insurance?
2. Are you bonded?
3. Are you licensed? What is your licensure number?
4. Are you insured?
5. What type of insurance do you carry?
6. How will you communicate with me about the project?
7. How often will I receive updates on the project?
8. Have you completed similar projects before?

CONTRACTOR SPECIFIC INFORMATION

9. Do you offer a written warranty for the work performed?

10. What documentation will the contractor issue upon completion?

11. Who will be the point of contact when the project is underway?

12. Will the contractor issue a written scope for the project?

13. What is the contractor's average turnaround time?

14. Will the project be supervised? If so, who will be in charge?

15. What is the payment structure?

16. What payment methods do you accept?