**Worksheet for Interviewing a Contractor**

### Information About the Contractor

What type of work does the contractor provide? Do they have expertise in certain areas? Additional information relating to the range of services they provide:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

### Contractor’s Business Information

Company Name and Representative: _________________________________________

Company Address: _______________________________________________________

Company Website: _______________________________________________________

Telephone No: ______________________ Cell No: ______________________ Fax No: ______________________

Years in Business: __________________ Contractor’s License No: __________________

Membership in Industry or Trade Associations: _________________________________

County, City or Parish Business License No. (if required): _________________________

(Only put a checkmark in the following boxes when you get a positive response. You may or may not get a reason for any negative responses).

- [ ] Is the contractor willing to provide a written contract? If not, why not?

- [ ] Is the contractor willing to provide at least three customer references? If not, why not?

- [ ] Is the contractor willing to arrange for you to visit a current project? If not, why not?

- [ ] Does the contractor have business liability insurance? If not, why not?

- [ ] Does the contractor have Workers’ Compensation insurance? If not, why not?

- [ ] Will the contractor provide a written warranty for the work performed? If not, why not?

- [ ] Was the contractor attentive to your needs, questions and concerns? If not, why not?

- [ ] Do you feel you could have a positive working relationship with this contractor? If not, why not?
Notes about the interview with this contractor

What were your thoughts about this contractor (positive and/or negative)?

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Did the contractor provide suggestions for improving your project or for getting better value for your money? If so, what were these suggestions?

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________