

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? _____
