

## Contractor Interview Worksheet

### Business Information

Company and representative: \_\_\_\_\_

Business address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Web site (if applicable): \_\_\_\_\_

Years in business: \_\_\_\_\_ B/N or GST/HST number: \_\_\_\_\_

Municipal Business License Number (if required): \_\_\_\_\_

Memberships in industry or trade associations: \_\_\_\_\_

### Contractor Information

Range of services provided (type of work, special expertise, etc): \_\_\_\_\_

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Will the contractor provide at least three customer references?  Yes  No

Will the contractor arrange for you to visit a current project?  Yes  No

Does the contractor have Workers' Compensation or equivalent insurance?  Yes  No

Does the contractor have business liability insurance?  Yes  No

Will the contractor provide you with a written contract?  Yes  No

Will the contractor provide a written warranty for work performed?  Yes  No

Was the contractor responsive to your questions and concerns?  Yes  No

Do you feel you could work well with this contractor?  Yes  No

## Interview Notes

Was the contractor able to provide suggestions for how to improve your project or obtain better value for your money? If so, note what these suggestions were: \_\_\_\_\_

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