

# Contractor Questionnaire Guide



Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_ Lead Source: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Specialized Field (GC, Plumber, Electric, Roofer, etc): \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Insurance and Experience

Are you licensed and insured? \_\_\_\_\_ What type of insurance: \_\_\_\_\_  
How much coverage: \_\_\_\_\_ License updated: \_\_\_\_\_  
How long have you been doing business in the area? \_\_\_\_\_ How long have you been running your own crew? \_\_\_\_\_  
How many guys on crew full time? \_\_\_\_\_

## Current Projects and Bidding

How many projects do you have going on right now? \_\_\_\_\_ In the past year: \_\_\_\_\_  
How many jobs do you typically handle at once? \_\_\_\_\_  
What were the scopes of work? \_\_\_\_\_  
What are the addresses: \_\_\_\_\_  
Can I see the work on one or two recent jobs? \_\_\_ Yes \_\_\_ No  
How do you usually bid out your work? \_\_\_\_\_  
\_\_\_\_\_  
In your bids, are materials and labor charged together, or separate? \_\_\_\_\_  
Do you give written warranties for your work? \_\_\_\_\_ How long of a warranty? \_\_\_\_\_

## Sub-Contractors & More Prescreening

Do you use subcontractors: \_\_\_\_\_ Are they licensed and insured? \_\_\_\_\_  
Who is your electrician: \_\_\_\_\_ Who is your plumber: \_\_\_\_\_  
Do you belong to the Better Business Bureau or local Chamber of Commerce? \_\_\_\_\_  
Do you have any certificates/licenses regarding the skills you have? \_\_\_\_\_  
Have you ever declared bankruptcy: \_\_\_ Yes \_\_\_ No?  
How often do you communicate with your clients during a job? \_\_\_\_\_  
Do you clean the job site daily: \_\_\_ Yes \_\_\_ No?  
Do you have a problem with signing a lien waiver? \_\_\_\_\_

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## References

Can you provide me with a list of references of the names and numbers you have done work for in the past?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Questions to Ask Past Client References

### Reference #1

Would you recommend this service professional: \_\_\_\_\_ Would you use again? \_\_\_\_\_

Were you happy with the project: \_\_\_\_\_

Was the job completed on time? \_\_\_\_\_

Did the service professional keep you informed of the status of the project? \_\_\_\_\_

Were there any unexpected expenses: \_\_\_\_\_

Did the workers clean up during the job and at the end of the job? \_\_\_\_\_

May I set up a time to visit your home to see the contractor's actual work: \_\_\_\_\_

What is the address: \_\_\_\_\_

### Reference #2

Would you recommend this service professional: \_\_\_\_\_ Would you use again? \_\_\_\_\_

Were you happy with the project: \_\_\_\_\_

Was the job completed on time? \_\_\_\_\_

Did the service professional keep you informed of the status of the project? \_\_\_\_\_

Were there any unexpected expenses: \_\_\_\_\_

Did the workers clean up during the job and at the end of the job? \_\_\_\_\_

May I set up a time to visit your home to see the contractor's actual work: \_\_\_\_\_

What is the address: \_\_\_\_\_

### Reference #3

Would you recommend this service professional: \_\_\_\_\_ Would you use again? \_\_\_\_\_

Were you happy with the project: \_\_\_\_\_

Was the job completed on time? \_\_\_\_\_

Did the service professional keep you informed of the status of the project? \_\_\_\_\_

Were there any unexpected expenses: \_\_\_\_\_

Did the workers clean up during the job and at the end of the job? \_\_\_\_\_

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May I set up a time to visit your home to see the contractor's actual work: \_\_\_\_\_

What is the address: \_\_\_\_\_