



**Company Name \***

**Specialized Field (GC, Plumber, Electrician, Roofer, etc.) \***

**Contractor License #: \***

## **Insurance and Experience**

**Are you Licensed and Insured? \***

Yes

No

**License Updated \***

Yes

No

**What Type of Insurance? \***

**How much coverage? \***

**How long have you been doing business in the area? \***

**How long have you been running your own crew? \***

**How many guys are on your crew full time? \***

## **Current Projects and Bidding**

**How many projects do you have going on right now? \***

**How many projects have you completed 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 your work? \***

**Materials and Labor charged together or separate in your bids? \***

Together

Separate

**Do you give written warranties for your work? \***

Yes

No

**How long of warranty? \***

## **Sub-Contractors and More Prescreening**

**Do you use subcontractors? \***

Yes  
No

**Are they licensed and insured? \***

Yes  
No

**Who is your electrician? \***

**Who is your plumber? \***

**Do you belong to the Better Business Bureau or local Chamber of Commerce? \***

Yes  
No

**Do you have any certificates/licenses regarding the skills you have? \***

Yes  
No

**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

Weekly

Every other day

**Do you have a problem with signing a lien waiver? \***

Yes

No

## **References**

**Can you provide a list of references; with the names and numbers you have done work for in the past:**

**Reference No. 1: \***

Name/Phone Number/City and State

**Reference No. 2: \***

Name/Phone Number/City and State

**Reference No. 3: \***

Name/Phone Number/City and State

**Email \***

example@example.com