



Requirement	Description	Check
Professional Standing	Should be fully licensed and insured .	[]
Relevant Experience	Must have demonstrable experience with the proposed project type (e.g., historical restoration, modern kitchen remodel, etc.).	[]
Project Management	Should commit to having a representative from the company on-site every day of the project.	[]
Communication Style	Is responsive and communicative and makes you feel comfortable asking questions and discussing your expectations.	[]
Vision Alignment	Listens to your ideas and clearly demonstrates they understand your overall vision for the project.	[]
Respect for Time	Respects your time by arriving promptly to appointments and	[]

	meetings.	
Financial Clarity	Provides a detailed estimate of costs and a clear, proposed payment schedule.	[]
Project Planning	Provides a tentative scope of work and project timeline.	[]

Contractor name:
Phone number:
Appointment time: