



CONTRACTOR INTERVIEW WORKSHEET

Business Information

Company & Representative: _____

Business Address: _____

Telephone: _____ Cell: _____ Fax: _____

Website (if applicable): _____

Years in Business: _____ B/N or GST/HST No.: _____

Municipal Business License No. (if applicable): _____

Association Memberships: _____

Contractor Information

Range of services provided (type of work, special expertise, etc.): _____

	Yes	No
Will the contractor provide at least 3 customer references?	<input type="checkbox"/>	<input type="checkbox"/>
Will the contractor arrange for you to visit a current project?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor have Workers Compensation or equivalent insurance?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor have business liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>
Will the contractor provide you with a written contract?	<input type="checkbox"/>	<input type="checkbox"/>
Will the contractor provide a written warranty for work performed?	<input type="checkbox"/>	<input type="checkbox"/>
Was the contractor responsive to your questions and concerns?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel you could work well with this contractor?	<input type="checkbox"/>	<input type="checkbox"/>

Interview Notes
