



Contractor Interview Worksheet

Business Information

Company and representative: _____

Business address: _____ Telephone: _____

Cell: _____ Fax: _____ Website (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): _____

Will the contractor provide a 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: _____
