

Contractor Reference Checklist

Use the handy checklist below when making contact with contractor reference; previous customers who can provide valuable insight. Not only in regards to the contractor's skills, but also how easy the contractor was to work with, how reliable they were, how well they communicated throughout the project, and how well they adhered to the contract.

Name of Contractor	
Company Name	
Address	
Telephone #	
Reference Name	
Telephone #	
Date Contacted	
What work did the reference have done?	
When was the work completed?	
How did the reference hear about this contractor?	
Did This reference interviewed other contractors before hiring this one?	Yes/No
If Yes then why?	
What responsibilities did this contractor have for the project?	
What was the best aspect of working with the contractor?	

Would the reference ever Hire the contractor again?	Yes/No
If No, Why?	

Fill in using the following rating system where = Poor = Fair = Good & = Excellent.

Quality of Work	
Ease to Work with	
Kept to Budget	
Kept to Schedule	
Adhered to Contract	
Work site kept Clean & Organized	
Cleaned up site area at the End of each day	
Communicated with Project Owner throughout project	
Kept Project Owner informed of the progress	
Offered sound advice, good suggestions	
Was willing to work through problems	
Was easy to talk to	
Was easy to work with	
Managed crew members and sub-contractors well	
Delivered what was promised	