

CHECKLIST for Hiring a company or contractor ...

- Prepare a REQUEST FOR PROPOSAL – this is a written description of the work you would like completed. Set a deadline to submit quotes.
- Find 3-5 companies to get quotes.
- Do your own research on cost of materials.
- REVIEW YOUR QUOTES – clarify the differences and ask any questions.
- Once you have decided on a company
 - Get 3-5 references and check them.
 - Request a copy of their Workers Comp and Liability insurance and PA contractors license.
 - Send letters or call all companies that you will not be working with to inform them of your decision. This will eliminate unwanted follow up calls.
- Read and understand the contract – Be sure to review it thoroughly. Ask any questions and make any notes that need to be discussed.
 - ONLY SIGN after all questions have been answered clearly.
 - Be sure the quotes prices match the contract price.
- Write out you own contract –
 - Breakdown a payment schedule as work is completed.
 - Pay a percentage as satisfactory work is completed.
 - If deadlines are not met, state an amount to be deducted per day from contract payment. This will ensure that your project is completed in a timely manner.
 - Be specific on colors, sizes, materials, details of the project... Every detail is important.

***REMEMBER, any reputable company will be willing to work with your on contract negotiations. If they are not, then it may be best to walk away before signing.

- MONITOR all work being done.
 - Check in frequently to check on the progress of the work. – this will prevent any problems with incorrect materials or faulty work.
 - Ask for update time frames for work completion.
 - Be prepared for unexpected problems. – No project is perfect. Sometimes surprises will happen. Do not over react to, simply ask for an extra written quote and addendum to the contract.

For assistance, please contact ACP at 724-770-2078 or by email at info@acp-beaver.org.