

Use this as a tool for making decisions around the contractors' proposals. If something doesn't feel right, go back for more answers.

Make sure that the proposal you've been provided includes everything you've requested.

Ensure that the price suggested is based on the complete project and covers all terms and conditions. Also, note any difference in material type that your contractor may be basing costs on.

Don't just consider price.

Consider value – a combination of factors including solid credentials, attention to detail, communication, provisions for maintaining tidiness of the work site and disposal of old materials. And, trust your gut. If you didn't have a good feeling about someone, don't feel pressured to commit.

Take your time.

Be consistent and thorough, check references, double check statements made on manufacturer or credible association websites, and ask each contractor the same questions so your final evaluation is fair.

Ensure a comprehensive quote.

To ensure a comprehensive quote and process, make sure to ask your contractor about all of the materials you're paying for (accessories, hardware, etc.).

Carefully read the workmanship warranty policy,

and present any questions you have, in the consultation or afterwards, via phone/email.

Inspect the contract thoroughly –

paying close attention to how it aligns with the project proposal, and make sure the installation timing and payment schedule work for you.

Peace of mind:

For your peace of mind, ask for inclusion of a "holdback clause" which allows you to withhold a portion of the money owed (10%) to allow for a thorough inspection of the job.

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