

**CONTRACTOR REFERENCE CHECKLIST**

Use the handy checklist below when making contact with contractor references; 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: \_\_\_\_\_ Tele. #: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Tele. #: \_\_\_\_\_

Date Contacted: \_\_\_\_\_ / \_\_\_\_\_ / 200\_\_\_\_

What work did the reference have done? \_\_\_\_\_

When was the work completed? \_\_\_\_\_

How did the reference hear about this contractor? \_\_\_\_\_

Did the reference interview other contractors before hiring this one? Yes No

*If yes, why was this contractor chosen?* \_\_\_\_\_

What responsibilities did this contractor have for the project? \_\_\_\_\_

What was the best aspect of working with this contractor? \_\_\_\_\_

Would the reference ever hire this contractor again? Yes No

*If no – why?* \_\_\_\_\_

Fill in using the following rating system: ○ = poor / ○○ = fair / ○○○ = good / ○○○○ = excellent

Quality of work	○○○○○
Ease to work with	○○○○○
Kept to budget	○○○○○
Kept to schedule	○○○○○
Adhered to Contract	○○○○○
Work site kept clean and organized	○○○○○
Cleaned up site area at the end of each day	○○○○○
Communicated with project owner throughout project	○○○○○
Kept project owner informed of 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 any sub-contractors well	○○○○○
Delivered what was promised	○○○○○

Notes: