

Colorwheel Painting, LLC

The Project from Start to Finish

Introduction:

This checklist is meant to be followed, step by step, to facilitate your project from start to finish. Check things off as you move along, use it like a worksheet, and in the end, things will go much smoother.

- Evaluate the work that you'd like to have done

- Consider what things are important to you about the project, the big three are:

- Timeframe: _____
- Quality: _____
- Investment: _____

- Find at least three contractors by using these suggested resources, and setup appointments:

- Ask a friend or colleague for a referral
- Consider NARI listings
- Consider Angie's List listings
- Use other sources: phonebooks, internet, a flyer, etc.

Contractor 1: _____ Date & Time: _____

Contractor 2: _____ Date & Time: _____

Contractor 3: _____ Date & Time: _____

- Read "Colorwheel Painting's Customer's Guide to Choosing the Right Contractor" piece in conjunction with learning and or considering your own expectations
- Meet the contractors separately and explain the scope of the work in the same manner to each contractor you meet, this is important in order for later "apples to apples" comparisons
- Request a WRITTEN estimate from each contractor
- Wait for your estimates, if it's been over a week, it's been too long!

- Review the estimate/contract
 - Consider how long it took for the estimate to get to you
 - Consider how detailed the estimate is written
 - Is the estimate/contract complete?
 - Name of contractor
 - Name of customer
 - Correct description of work to be performed
 - Compensation for the work to be performed
 - A starting date
 - A finish by date
 - Signature spots for both parties
- Make a decision and contact the contractor of choice, some may want to meet again
- Sign the contract, keep a copy, return 1 copy to the contractor
- Give your contractor a deposit
 - Amount: _____
 - Check Number: _____
- Communicate with the contractor to verify the schedule
 - Start Date: _____
- Allow contractor to do the work
- Communicate any shortcomings to your contractor
- Allow contractor to fix any problems in a prompt manner
- Pay contractor
- Receive lien waiver