



Contractor Hire Questionnaire Form

Preliminary Qualifying Questions

Contractor/Business Name:	
Date:	
How long have you been in business for?	
Are you licenced?	
Are you bonded?	
Do you have liability insurance?	
Do you have Workers' Compensation insurance?	

Project Specific Questions

Will you acquire permits for my project?	
Will you perform or organize the necessary inspections?	
How long will it take you to complete my project?	
Are you involved in another project that could potentially affect you working on my project?	
Do you have current and pending bids whose finalization could affect my project?	
How will timeframe changes to my project be handled?	
What Is the preferred mode of payment?	

Will you request payment per milestone or on specific dates?	
Will I have the same team working on the project on a daily basis?	
Do you subcontract? If yes, what are the measures you will take to guarantee quality? Also, are the subcontractors covered by your insurance plan?	
Who will manage the project? What exactly will they oversee?	
How often will the owner of the business check in and note the project's progress?	
What is the best way to get in touch with you and at what time?	
What is the general timeframe within which I should expect to get a response if I can't get in touch with you?	

Notes:
