

Proposal Review Checklist

Before signing any contractor proposal, make sure it includes all of these elements. Missing items = future disputes.

Basic Information

- Contractor's full legal business name
- License number
- Physical address (not just PO Box)
- Phone and email
- Date and signature lines

Scope of Work

- Detailed description of ALL work included
- Specific materials listed (brand, model, color)
- What's NOT included clearly stated
- Who handles permits
- Debris removal responsibility

Timeline & Schedule

- Start date
- Estimated completion date
- Work hours/days specified
- Delay notification clause

Payment Terms

- Total contract price
- Deposit amount (should be $\leq 30\%$)
- Payment schedule tied to milestones
- Final payment held until completion
- Change order process

Protection Clauses

- Warranty terms (labor and materials)
- Insurance certificates attached
- Lien waiver process
- Dispute resolution method
- Cancellation terms