

# RSC CONTRACTING LLC

Book Resource: Proposal Review

## 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