GEDDIT

Contractor Guidance

Free preparation checklist | Check each item as you complete it.

Note: Provides general info—not legal advice.

Selecting the right professional is essential for success. Use this expanded guide to vet candidates and maintain records before work starts.

- ☐ Verify business registration and active licenses.
- ☐ Request proof of worker compensation and liability insurance.
- ☐ Check references from three recent builds.
- ☐ Secure a detailed, written scope of work and fixed-price quote.
- ☐ Establish clear project milestones for progress tracking.
- ☐ Require written approval for any changes to the original plan.
- ☐ Maintain a file of all receipts for materials and labor.
- ☐ Define a payment schedule based on progress milestones, never paying fully upfront.
- ☐ Confirm start and completion dates in writing.

Free resource. No payment or account required. More resources: www.geddit.ca.