

# CONTRACTOR CHECKLIST

At BLACK LABEL OUTDOOR, we believe it is crucial to do your due diligence when hiring a contractor and planning a new project. We get it – finding the right contractor can be an overwhelming process! Here's a checklist to help you find someone who checks all of your boxes.



COMPETITORS

Do they arrive **ON TIME**?



How **LONG** have they been in business?



Do they have a **CURRENT** residential builders license?



Do they have liability **INSURANCE** and workers compensation insurance?



Are they **BONDED**?



Are they applying for a **PERMIT** for all work per code?



Have they supplied a comprehensive written proposal with **FIXED COST**?



Have they provided **REFERENCES**?



Are you able to view pictures of their **PAST WORK**?



Are they a member of the **HOME BUILDERS ASSOCIATION**?



Does the contractor have a **BUSINESS LICENSE** for your city?



Will you have a dedicated **PROJECT MANAGER** for your project?



Was the rep. **PROFESSIONAL**, friendly, easy to communicate with?

Did they offer **HELPFUL** advice and suggestions?



Were all of your **QUESTIONS** and concerns regarding your project answered?



What is their **WARRANTY** on labor and materials?





# PROCESS



## CONSULTATION

- Your Dream
- Your Budget
- Measure & Photograph
- Black Label Process



## ESTIMATE

- Estimated Cost
- Refine Desire & Budget
- Visit Showroom
- Planning & Design Agreement



## PLANNING & DESIGN

- 3D Design
- Project Audit
- Proposal
- Sign Proposal



## PROJECT PREP

- Handoff Meeting
- Selections
- JobTread
- Permitting



## BUILD YOUR DREAM

- Site Prep
- Dedicated Project Manager
- Above Code Construction
- Inspections
- Final Walk Thru



## ENJOY YOUR SPACE

- One year project inspection follow up