

1. Briefly explain the detailed scope of works to be carried out.

2. What is the name and address of the property which is being built or renovated or where the works shall be done? _____

3. Proposed date for commencement of works: _____

4. Proposed date for completion of works: _____

5. What is the contract sum? (i.e. amt. to be paid to the Contractor for successful completion)

6. Please provide a breakdown of how the contract sum/price would be paid? Would progress payments be made?

7. Who is responsible for materials? (purchasing and delivering to site)

8. Is subcontracting permitted? Yes No

9. Was there procedure for any variations (delete, alter, or add works done or proposed works to be done) to the work? Check all that apply.

_____ Written notice of the work and price required given to the Contractor?

_____ Approval must be granted prior to commencing work on variation?

_____ All costs of variation to be covered by Owner?

_____ If variation causes delay, an extension of time permitted?

_____ Notice must be signed and dated by both parties to constitute acceptance?

10. Is the Contractor required to affect and maintain insurance for him and his work (wo)men for the duration of the works? Yes No

Are copies of these are required to be given to the client prior to commencement of work and at any time as requested by the client? Yes No

11. If you have complained to the Business, Person or Company, please summarize their response.

12. Has a lawsuit been filed? Yes No

If yes, were the parties served? Yes No

13. Please tell us about any defenses you have or the other side may have to the payment on the contract, if applicable, i.e. improper service, mistaken identity, identity theft, statute of limitations, payment, amount disputed, lack of authority for plaintiff to sue, bankruptcy, unlicensed debt collector, or other excuse to contract enforcement or payment.

How did you hear about us? _____

Urgency:

1 (just investigating my rights) 2 3 4 5(Critically Important)

Desired Outcome:

Acceptable Outcome:
