

## Check List - Hire Trusted Local Tradesmen



	No / Not For Me! (I'm not satisfied)	Don't Know (I must decide)	Yes / Very Happy (There's no doubt)
Registered with a Trade Association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered with a Competent Persons Scheme*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plenty of references from previous work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
See a previous job / Know a previous customer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Happy to provide a written quote on letter headed paper, with full contact details on it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Happy to wait a few days for me to decide which quote I want to accept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business card provided. Contact easily made contact with contractor via phone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of Public liability insurance given.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good understanding of personal health & safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractor provides a Written Guarantee or Insurance Backed Guarantee for Roofing, Glazing and Kitchen work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the firm VAT registered? Will you pay VAT or not? Determine this at quotation stage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a deposit required? Is it under 20% of the total job value? Is your deposit safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment terms are acceptable and all the payment details are included in the quotation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractor agrees to attend to any snags and it's in the contract!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who will do the work? The person you met, a staff member or a sub-contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agreed responsibilities for waste removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Examples include Gas Safe, NAPIT, CERTASS, FENSA, TrustMark, Local Authority Assured Trader Scheme Network, etc