**Proposal/Subcontract Checklist**

**Please note this list is not exhaustive and only includes some of the most common factors required to complete a Proposal/Subcontract**

**Billing customer name, company name, mailing address, office/cell/fax numbers, email address**

Job site contact name, office/cell/fax numbers

Job site location full address (include any special locating instructions)

What is the goal of the treatment (total color change, correction, etc.)?

What is the type of substrate to be treated?

Which product(s) will be used for treatment and/or cleaning?

What is the method of application?

Is there preparation needed to the substrate? If so, what? (patching, cleaning, etc.)

Was there a sample? If so, provide size, location and cost. Apply cost to final treatment to be completed.

Number of mobilizations

Estimated cost to complete the preparation and/or treatment

Will lift equipment be needed? If so, what equipment and what are the cost?

Will you need pedestrian protection? If so, what will be the cost to provide.

Will you have consecutive/continued access to all work areas till completion of the preparation and/or treatment?

Will Prevailing Wages apply?

Is a performance bond required? If so, what is the cost to acquire one?

Are the insurance coverage requirements above and beyond our current policy? If so, what is the cost for the additional insurance?

Are there any necessary Permits required?

Will winter protection be needed?

Are there any obstructions that need to be removed and then replaced? (shutters, downspouts, signs, light fixtures, plants, etc.)

What are the terms of payment? (pre-pay, down payment, pay applications, etc.)

What is the retainage? Will there be a deposit for mobilization?

Is this a union project? Prevailing Wage?

Will there be a deposit for mobilization? (Normally 20-30%)

Who is the Customer’s Authorized Agent who will sign off for samples, interim and job completion?

What are the conditions of the Warranty, if any, that will be issued?

Cost is considered for treatment application to prevent “wet look” when only part of the wall is stained

Square footage of the complete preparation and/or treatment

Photos are included with Proposal and Work Order to show specific areas of preparation and/or treatment

Is there a deadline or a timeframe of when the work is to be completed?

Photos are included with Proposal and Work Order to show specific areas of preparation and/or treatment

Is this a return customer?

Is a Purchase order from the company required?

Items to be communicated with Customer:

There are additional costs associated with no-shows to scheduled appointments for signoffs.

Warranty parameters and terms of when it will be issued

Work is scheduled upon receipt of the signed Proposal

The length of time the Proposal is valid

Who is the owner of Building or property?

Who will be paying invoice?