**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?