Before you sign a quote

What the written quote should say, and what to check before you sign it.

The quote says

- [ ] The contractor’s name, address, phone and license number
- [ ] The work to be done and the materials
- [ ] A start date and a finish date
- [ ] The price and when each payment is due
- [ ] Your right to cancel, in writing

Never sign a quote with blank spaces, or one you haven’t read.

CONTRACTOR _____

PRICE _____

License and insurance

- [ ] Look the license up with your state or county
- [ ] Get proof of insurance

LICENSE NUMBER _____

STATE LOOKUP PAGE _____

Paying

- [ ] Pay only part up front
- [ ] Hold the final payment until the work is done
- [ ] Get a lien waiver each time you pay

PAID UP FRONT _____

FINAL PAYMENT _____

Cancelling

Sold at your home, for $25 or more? The FTC’s Cooling-Off Rule may let you cancel until midnight of the third business day.

SIGNED ON _____

CANCEL BY _____

The permit

- [ ] Ask whether the work needs a permit, and who gets it
- [ ] Check with your building department before work starts

PERMIT NUMBER _____

BUILDING DEPARTMENT _____

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Written by Homaic from FTC and state consumer protection advice; not legal advice.