

Project / Client

Project Address

Project Description

AT-A-GLANCE COMPARISON

Detail	Builder 1	Builder 2	Builder 3	Notes
Business / Trading Name				
Contact Name				
Phone / Email				
Quoted Price				
VAT Included?				
Deposit Requested				
Estimated Duration				
Earliest Start				
Quote / Ref No.				

OVERALL NOTES / QUESTIONS TO FOLLOW UP

Important

Do not compare price alone. Compare scope, exclusions, programme, payment terms, experience and how clearly each builder documents the project.

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Earliest Start

BEFORE CONSTRUCTION STARTS - ASK YOURSELF

CHECK	YES	NO	N/A
1. Do I know exactly who I am contracting with?			
2. Have I carried out reasonable checks on the builder?			
3. Is the design sufficiently developed?			
4. Do we have an appropriate written building contract?			
5. Is the scope of work clearly defined?			
6. Are exclusions and assumptions recorded?			
7. Is there an agreed programme?			
8. Do I understand the payment procedure?			
9. Do I understand what any deposit is for?			
10. Is there a written variation procedure?			
11. Have CDM responsibilities been considered?			
12. Have the necessary project appointments been made?			
13. Would a Contract Administrator or Quantity Surveyor be appropriate?			
14. Do both parties understand their responsibilities?			

Builder-specific notes / concerns

Overall impression

Shortlist

Clarify further

Do not proceed

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