



ServiceFax

The History Behind Every Service Provider™



Verified
Information



Comprehensive
Records



Trusted
Insights



Protecting
Homeowners



Empowering
Better Decisions

ServiceFax Contractor Comparison Worksheet

ServiceFax™

The History Behind Every Service Provider™

Project Information

Project Name: _____

Property Address: _____

Project Type: _____

Estimated Budget: \$ _____

Date Completed: _____

Contractor Comparison Matrix

Evaluation Criteria	Contractor A	Contractor B	Contractor C
Company Name			
Contact Name			
Phone Number			
Bid Amount	\$	\$	\$
License Verified	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Insurance Verified	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Evaluation Criteria	Contractor A	Contractor B	Contractor C
Trust Score			
Years in Business			
Warranty Offered			
Start Date			
Completion Date			
Permit Included	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Financing Offered	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
References Provided			
Change Order Process Explained	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Evaluation Scorecard

Rate each contractor from **1 (Poor)** to **5 (Excellent)**

Category	Contractor A	Contractor B	Contractor C
Professionalism			
Communication			
Responsiveness			
Pricing Transparency			
Scope Clarity			
Reputation			
Insurance Confidence			
Licensing Confidence			
Warranty Strength			
Overall Confidence			

Total Score

Contractor A: _____ / 50

Contractor B: _____ / 50

Contractor C: _____ / 50

Bid Comparison

Cost Category	Contractor A	Contractor B	Contractor C
Labor	\$	\$	\$
Materials	\$	\$	\$
Permits	\$	\$	\$
Equipment	\$	\$	\$
Other Costs	\$	\$	\$
Total Bid	\$	\$	\$

Reference Check Summary

Contractor A

References Contacted: _____

Would Hire Again:

☐ Yes ☐ No

Notes:

Contractor B

References Contacted: _____

Would Hire Again:

☐ Yes ☐ No

Notes:

Contractor C

References Contacted: _____

Would Hire Again:

☐ Yes ☐ No

Notes:

Risk & Trust Considerations

Contractor A

- ☐ License Verified
- ☐ Insurance Verified
- ☐ References Checked
- ☐ Written Contract Provided
- ☐ Permits Discussed
- ☐ No Significant Concerns Identified

Notes:

Contractor B

- ☐ License Verified
- ☐ Insurance Verified
- ☐ References Checked
- ☐ Written Contract Provided
- ☐ Permits Discussed
- ☐ No Significant Concerns Identified

Notes:

Contractor C

- ☐ License Verified
- ☐ Insurance Verified
- ☐ References Checked
- ☐ Written Contract Provided
- ☐ Permits Discussed

☐ No Significant Concerns Identified

Notes:

Final Selection

Selected Contractor:

Reason for Selection:

- ☐ Best Overall Value
- ☐ Highest Trust Score
- ☐ Lowest Risk
- ☐ Best References
- ☐ Best Price
- ☐ Best Warranty
- ☐ Best Timeline
- ☐ Best Communication

Other:

ServiceFax Consumer Protection Reminder

- ✓ Compare at least three bids whenever possible.
- ✓ Do not select a contractor solely based on the lowest price.
- ✓ Verify licensing and insurance before signing a contract.
- ✓ Request a Certificate of Insurance.
- ✓ Check references and review project photos.

- ✓ Ensure payment schedules are tied to completed milestones.
- ✓ Obtain permits when required.
- ✓ Retain copies of all estimates, contracts, permits, invoices, and warranties.

Homeowner Signature

Name: _____

Date: _____

