



ServiceFax

The History Behind Every Service Provider™



Verified
Information



Comprehensive
Records



Trusted
Insights



Protecting
Homeowners



Empowering
Better Decisions

ServiceFax Scope Verification Worksheet

ServiceFax™ *The History Behind Every Service Provider™*

Project Information

Project Name: _____

Property Address: _____

Contractor Name: _____

Contract Date: _____

Work Included

List all work specifically included in the proposal.

☐ Demolition

☐ Framing

☐ Electrical

☐ Plumbing

☐ HVAC

☐ Drywall

☐ Flooring

☐ Painting

- ☐ Roofing
- ☐ Windows & Doors
- ☐ Cabinets
- ☐ Countertops
- ☐ Landscaping
- ☐ Other: _____

Details:

Materials & Products

Item	Brand/Model	Included
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Work Exclusions

List anything NOT included in the proposal.

Permit Responsibilities

- ☐ Contractor Responsible
- ☐ Homeowner Responsible
- ☐ Shared Responsibility

Change Order Process

Changes must be:

- ☐ Written
 - ☐ Approved by Homeowner
 - ☐ Priced Before Work Begins
 - ☐ Signed by Both Parties
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Approval

Homeowner Signature: _____

Contractor Signature: _____

Date: _____

