SUBCONTRACTOR AGREEMENT CHECKLIST

Review aid only, not an agreement. Legal, insurance and worker-classification questions require qualified advice.

PROJECT / JOB NUMBER

PREPARED BY / DATE

CLIENT / OWNER

PROJECT ADDRESS

TRADE / SUBCONTRACTOR LEGAL NAME

PROPOSED MOBILIZATION

BEFORE ENGAGEMENT

- [ ] Written scope, plans, exclusions, quantities and workmanship standards agree.
- [ ] Required licenses / registration and insurance coverage are verified.
- [ ] Price, approved changes, invoicing and payment terms are documented.
- [ ] Schedule, manpower expectations and coordination duties are clear.
- [ ] Material supply, equipment, waste and cleanup responsibilities are assigned.
- [ ] Safety responsibilities and site-specific requirements are reviewed.
- [ ] Inspection responsibility, rework and acceptance process are described.
- [ ] Applicable tax and worker-classification questions receive qualified review.
- [ ] Termination, disputes, indemnity and other risk terms receive legal review.

General template only. Not legal advice. Check the contract and applicable local requirements.

SUBCONTRACTOR AGREEMENT CHECKLIST

Resolve gaps before mobilization. Do not collect tax IDs or banking information on this worksheet.

PROJECT / JOB NUMBER

UPDATED BY / DATE

SCOPE HANDOFF

Deliverable / milestone	Responsible party	Required date

CLOSEOUT DOCUMENTS

- [ ] Warranty and maintenance information identified.
- [ ] Applicable lien / payment documentation process reviewed locally.
- [ ] As-builts, test records and inspection sign-offs assigned.
- [ ] Final cleanup, protection removal and punch responsibilities assigned.

OPEN QUESTIONS / EXCEPTIONS / APPROVAL REFERENCE

REVIEWED BY / DATE

DOCUMENT VERSION / STORAGE REFERENCE

General template only. Not legal advice. Check the contract and applicable local requirements.