



# COMPLETE CONTRACT CHECKLIST

JOB NAME:

DATE:

SALESMAN:

- 1. Signed contract
- 2. Completed and signed color chart form
- 3. Signed erection drawing approvals
- 4. Freight waiver
- 5. Door and window waiver
- 6. Sign sub-contractor agreements
- 7. First invoice paid
- 8. Job profitability report completed