

Trader Check List



A guide to consider before having work carried out on your home...



	Yes	No
Are the estimates you receive on headed paper, with a full address and landline telephone number?	<input type="checkbox"/>	<input type="checkbox"/>
Is it clear, whether the estimate includes VAT? (Estimates are not legally binding documents. The Quote is.)	<input type="checkbox"/>	<input type="checkbox"/>
Is it detailed and include the following? (All work, including any preparatory work should be included.) When it will begin, how long it should take and how the site should be left.	<input type="checkbox"/>	<input type="checkbox"/>
Do you know the specific materials that will be used for the job?	<input type="checkbox"/>	<input type="checkbox"/>
Is the quote only valid for a certain time period?	<input type="checkbox"/>	<input type="checkbox"/>
Do you fully understand the work to be done?	<input type="checkbox"/>	<input type="checkbox"/>
Are they insured? Do they have public liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>
Are there guarantees should anything go wrong after the project is completed? Is the guarantee backed by insurance?	<input type="checkbox"/>	<input type="checkbox"/>
Have you re-checked the final cost? (Does the price include VAT? Do not pay for services before they have been completed. In some cases it may be appropriate to pay a small deposit or to pay for the job in parts after satisfactory completion of various stages.)	<input type="checkbox"/>	<input type="checkbox"/>
Do you have details of any permits or council authorisation to commence the project? e.g. Are Building Regulations or planning consent required? If so who is to organise this?	<input type="checkbox"/>	<input type="checkbox"/>
If gas or electrical work is required are the traders qualified i.e. anyone who alters a gas appliance must be registered with Gas safe?	<input type="checkbox"/>	<input type="checkbox"/>

Finally, when employing any type of tradesmen a binding contract is essential in order that the employer can fully control the work being undertaken.

Obtain at least 3 estimates from local reputable companies.

For further advice contact **Consumer Direct** on **08454 04 05 06**

www.consumerdirect.gov.uk

Many association Watch Groups have their own list of traders as recommended by members. These valuable lists are free of charge to members. Ask your local watch group for more details. Visit www.nhwdorset.org.uk for details of your local managed watch group or call Dorset Police for more details.

Personal recommendation can be the best way to find a good trader. If this is not an option then try "buy with Confidence" the trader scheme operated by Dorset County Council Trading Standards. To find a member telephone Consumer Direct or Visit www.buywithconfidence.gov.uk