Script for Calling Vendors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete the Vendor interview questions (see Vendor Interview Questions) while on the phone with prospective vendor.

1. Hi, this is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, from 'your' Management Company. We are a property management company based out of \_\_\_\_\_\_\_\_\_\_\_\_. We hire vendors to do the general maintenance in our homes.
2. Tell them a little about your office.
3. Do you have a license?
4. Do you carry 1 million dollars in general liability insurance?
5. If not, would you be willing to get insured for up to 1 million?
6. Do you have worker’s comp? Are you willing to get it?
7. How long have you been in business?
8. What locations do you service?
9. What is your labor rate? We pay around $49 an hour plus a trip charge.
10. What do you charge to install a garbage disposal, water heater?
11. Do you purchase, install and haul away?

\*\*If all things are in line with what you are looking for then proceed with setting up an appointment.

If the vendor is not interested, or their prices are out of line with ours, thank them for their time and move on to the next call.