



Purpose: _____

Date & Time: _____

Timeline: _____

Budget: _____

Create an event timeline with deadlines.

- ## QUICK NOTES

- ☐ Select a contractor experienced in Kitchen & Bathroom renovations.
- ☐ Confirm contractor holds a valid Prepaid Contractor License.
- ☐ Verify General Liability Insurance coverage.
- ☐ Request confirmation of WCB (Workers' Compensation Board) coverage.
- ☐ Check for a valid Calgary Business License.
- ☐ Ask for portfolio and references for past basement work.
- ☐ Ensure the contractor will handle all required permits and inspections.
- ☐ Confirm a detailed, signed contract is in place before starting.
- ☐ Review expected timelines and payment schedule.



QUICK NOTES

- [illegible]

[illegible]

This image shows a vertical sheet of white paper designed for handwriting practice. It features ten sets of horizontal ruling lines. Each set consists of three lines: a solid light blue top line, a dashed light blue middle line, and a solid light blue bottom line. The lines are evenly spaced down the length of the page. On the left side, there is a vertical red margin line. At the very top of the page, above the first set of blue lines, there is a faint header area containing the word "Date:" followed by a space and a small circular icon.