



ANNING JOHNSON COMPANY

Client Company: \_\_\_\_\_

Surveyed By: \_\_\_\_\_ Job: \_\_\_\_\_

Survey Date: \_\_\_\_\_

Client Name/Title: \_\_\_\_\_

### Pre-Construction Survey Sales/Estimating

Rating Scale:  
 1= Far below expectations      2= Somewhat below expectations      3= Meet expectations  
 4= Exceed expectations      5= Far above expectations

<b>Sales/Estimating:</b>	<b>Circle rating choice below</b>					<b>Rank top 3 most important questions 1 = most important</b>
How did we handle contract negotiations and scope review?	5	4	3	2	1	_____
Subcontract turn around	5	4	3	2	1	_____
Estimator/Sales person technical knowledge (knowledge of product/methods/materials)	5	4	3	2	1	_____
Accuracy and completeness of bid/estimate	5	4	3	2	1	_____
Request for clarification process	5	4	3	2	1	_____
Professionalism	5	4	3	2	1	_____
Risk Management/Value Engineering (identify potential issues, offer solutions)	5	4	3	2	1	_____
Responsiveness (handle issues, cost related or not, in a timely manner)	5	4	3	2	1	_____
Teamwork/Cooperation (with Contractor/Architect)	5	4	3	2	1	_____
Provided input regarding schedule	5	4	3	2	1	_____
<b>Communication:</b>						
Written	5	4	3	2	1	_____
Verbal	5	4	3	2	1	_____

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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Customer _____	Date _____
Job Name _____	
Contact _____	By _____
Contact _____	

**Pre-Construction Questionnaire**

**Our goal is to exceed your expectations and we would like your input to help us do so. Some key work areas are listed below. Please tell us how we can meet your expectations on the following items and rank your top 5 most important issues 1= most important. We look forward to a smooth and successful project.**

**Project Management:**

**Please rank top 5 items  
(1=most important)**

Submittals (format, copies, etc.) _____	_____
RFI process _____	_____
Changes in work process _____	_____
Preferred method of communication (phone, email, cell phone) _____	_____
Meetings (frequency, AJ personnel to attend) _____	_____
Schedule (input prior to overall scheduling) _____	_____
Schedule process _____	_____
Value engineering _____	_____

**Field:**

Safety _____	_____
Schedule _____	_____
Material Delivery & Stocking _____	_____
Coordination with other trades _____	_____
Clean up (logistics, location of debris boxes, daily sign off) _____	_____
Meetings (frequency, AJ personnel to attend) _____	_____
Field reporting _____	_____
Preferred method of communication (phone, email, cell phone) _____	_____
Push total job _____	_____

**Administration:**

Billing (pre-approval process) _____	_____
Paperwork procedure _____	_____
Preferred method of communication (phone, email, cell phone) _____	_____