

HIRING VENDORS INSTRUCTIONS

This spreadsheet is meant to guide you through your interviews with each vendor.



KEEP IT SIMPLE – only open the section pertaining to the vendor you're hiring, when you're hiring them. This questionnaire will otherwise feel overwhelming.

VENDORS ARE INTERVIEWING YOU AS MUCH AS YOU ARE INTERVIEWING THEM. They are watching for red flags to determine if they want to accept you as a client just as you are deciding if they are a fit for you.

Red flags they are looking for include:

- Attitude
- Selfish language – are you including your partner in the process? How do you talk about your future MIL?
- Short in tone, lacking friendliness or gratitude (inquiries take a massive amount of time for vendors)
- Asking too many questions (all of them could be valid, but too many feels micro-managing)
- Red-lining their contracts or asking for a lot of changes. Clarity is good to seek! Ask questions before making demands, though.

HOW TO ASK QUESTIONS–

I do not recommend asking *all* of the questions in each category. Select the ones that are most important to you.

When asking questions, work them into the conversation rather than presenting to the vendor as a barrage of questions. They want to feel valued and trusted but if they aren't giving you the information you need, absolutely ask for it!

Please let me know if you have any questions at all as you navigate this process! I'm here to help.