

# CONTRACTING COMPANY CALL

## Appointment Details

Where?  
When?

## Document Printing

How many pages? How many sets of docs?  
When will docs arrive?  
Ask to receive docs no later than 4 hours before the appointment  
or night before if early morning appointment.  
Estimate 20-30 minutes for printing

## Special Requirements

Are fax/scan-backs required?  
If so, how many pages/documents?  
Unusual circumstances?  
More than 1 borrower lengthens appointment time  
Confirm logistics - is signing location located off-road

## Contact Information

	<i>Name</i>	<i>Email</i>	<i>Phone</i>
Contracting Company			
Closing Agent			
Lender Representative			
Obtain after hours numbers (if applicable)			

## Confirm Acceptance in Writing

Use text, email or platform function  
Include date, time and agreed upon rate  
Cover cancellations, no-shows and no-signs

## New Contracting Company Documentation

Driver's License  
Notary Commission  
E&O Dec Sheet  
W-9  
Bond  
Independent Contractors Agreement

## Notes

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