

Checklist: 15 things to verify before signing an office renovation contract

Run through this list before you sign and pay the deposit.

From SMG Corp — a contractor with 19+ years of experience in Almaty. If your future contractor side-steps even one of these, it's a red flag.

- 01 The contractor is a registered legal entity (company ID in the contract matches the invoice).
- 02 Paper contract, stamped and signed by both parties. No 'WhatsApp-only' deals.
- 03 The quote is attached to the contract and forms an integral part of it.
- 04 The quote is fixed, not 'indicative'.
- 05 Start date and handover date are stated — with liability for delay.
- 06 Scope is itemised per room, not 'all-inclusive'.
- 07 Specific materials are named (brand, SKU) or a price range per line item.
- 08 Procedure for changing the quote is defined: written addenda only.
- 09 Payment schedule defined — deposit no more than 30–40%, balance by stages with acceptance acts.
- 10 Warranty on the works is stated (24 months minimum recommended).
- 11 Clause: the contractor fixes warranty defects at their own cost.
- 12 A specific individual on the contractor's side (foreman) with phone — a single point of contact.
- 13 Acceptance procedure: stage-by-stage acts, not one final 'all or nothing'.
- 14 Clause covering photo reports / site access during business hours.
- 15 Payment method for legal entities is agreed (bank transfer, closing documents).

Unsure about any clause? Send us the draft contract on WhatsApp — we'll comment to the point.