



WORK AGREEMENT / ESTIMATE

Reusable customer agreement

Before sending: complete all project fields and confirm current contractor registration status/expiration.

AGREEMENT / ESTIMATE NO.

DATE

START DATE (EST.)

COMPLETION (EST.)

CUSTOMER NAME

PHONE / EMAIL

PROJECT ADDRESS

SCOPE OF WORK

CONTRACTOR-SUPPLIED MATERIALS / ALLOWANCES

CUSTOMER-SUPPLIED MATERIALS / ITEMS

PROJECT-SPECIFIC EXCLUSIONS / ASSUMPTIONS

PRICE & PAYMENT

SUBTOTAL

SALES TAX RATE

SALES TAX

TOTAL CONTRACT PRICE

DEPOSIT

PAYMENT SCHEDULE / METHOD

Unless a different payment schedule is written above, the balance is due upon substantial completion of the listed scope.

STANDARD TERMS

Change orders. Work not specifically listed in the scope is not included. Additional or changed work requires the customer's written or electronic approval, including any price or schedule adjustment, before the additional work proceeds.

Concealed / existing conditions. Hidden rot, framing or subfloor damage, water damage, mold, code issues, unsuitable existing work, specialty access equipment, permit/inspection fees, or other concealed conditions are excluded unless specifically listed. The contractor will notify the customer before additional work is performed.

Regulated trades. Electrical, plumbing, HVAC/refrigeration, asbestos, or other work requiring separate licensing, certification, permits, or inspections is excluded unless specifically listed and lawfully performed.

Customer-supplied items. Customer-supplied materials must be on site, complete, compatible, undamaged, and suitable for the intended installation. Extra labor, return trips, or modifications caused by missing or unsuitable customer-supplied items are additional work.

Protection and matching. Reasonable protection and normal cleanup are included only as stated in the scope. Exact paint, texture, stain, finish, or material matches cannot be guaranteed on aged, faded, repaired, or discontinued surfaces/materials.

Access and schedule. Customer will provide reasonable access to the work area and remove or secure personal property unless otherwise agreed. Schedule estimates may change because of material availability, concealed conditions, inspections, weather, or events beyond reasonable control.

Payment and remedies. Customer agrees to pay all amounts due under this agreement. Nothing in this agreement waives any lien, collection, or other remedy available under Washington law. Collection costs, court costs, or attorney fees are recoverable only to the extent permitted by law or awarded by a court.

☐ I agree to conduct this transaction electronically and intend my typed name / electronic signature to be my signature.

☐ I received the L&I Disclosure Statement on page 2 before work begins.

CUSTOMER E-SIGNATURE / TYPED FULL NAME

DATE

CONTRACTOR SIGNATURE

CUSTOMER / PROJECT REFERENCE

BUSINESS NAME

WA REGISTRATION NO.

This contractor is registered with the state of Washington, registration

and has posted with the state a bond or deposit of \$ for the purpose of satisfying claims against the contractor for breach of contract including negligent or improper work in the conduct of the contractor's business. The expiration date of this contractor's registration is

THIS BOND OR DEPOSIT MIGHT NOT BE SUFFICIENT TO COVER A CLAIM THAT MIGHT ARISE FROM THE WORK DONE UNDER YOUR CONTRACT.

This bond or deposit is not for your exclusive use because it covers all work performed by this contractor. The bond or deposit is intended to pay valid claims up to \$30,000 that you and other customers, suppliers, subcontractors, or taxing authorities may have.

FOR GREATER PROTECTION YOU MAY WITHHOLD A PERCENTAGE OF YOUR CONTRACT.

You may withhold a contractually defined percentage of your construction contract as retainage for a stated period of time to provide protection to you and help insure that your project will be completed as required by your contract.

YOUR PROPERTY MAY BE LIENED.

If a supplier of materials used in your construction project or an employee or subcontractor of your contractor or subcontractors is not paid, your property may be liened to force payment and you could pay twice for the same work.

FOR ADDITIONAL PROTECTION, YOU MAY REQUEST THE CONTRACTOR TO PROVIDE YOU WITH ORIGINAL "LIEN RELEASE" DOCUMENTS FROM EACH SUPPLIER OR SUBCONTRACTOR ON YOUR PROJECT.

The contractor is required to provide you with further information about lien release documents if you request it. General information is also available from the state Department of Labor and Industries.

I have received a copy of this disclosure statement.

DATED

CUSTOMER SIGNATURE / E-SIGNATURE

The contractor must retain a signed copy of this disclosure statement in its files for a minimum of three years and produce a signed or electronic signature copy to the Department upon request.

For more information, refer to RCW 18.27.114 and Washington L&I form F625-030-000.

Facts About Construction Liens

Washington State Department of Labor & Industries - Contractor Registration | Publication F625-017-000 [01-2026]

What you should know about contracts

If your contractor fails to pay subcontractors, suppliers or laborers or neglects to make other legally required payments, those who are owed money can look to your property for payment, even if you have paid your contractor in full. This is true if you have hired a contractor to build a new home or are buying a newly built home.

It is also true when you remodel or improve your property, although the amount of your liability may be limited to the amount you owe the prime contractor at the time a lien is filed.

Under Washington laws, those who work on your property or provide materials and are not paid have a right to enforce their claim for payment against your property. This claim is known as a construction lien.

People who supply materials or labor ordered by your contractor are permitted by law to file a lien only if they do so within 90 days of cessation of performance or delivery of materials. The time frame is spelled out in RCW 60.04.091.

If you enter into a contract to buy a newly built home, you may not receive a notice of a lien based on a claim by a contractor or material handler. Be aware that a lien may be claimed even though you have not received a notice.

Before making final payment on the project, request a completed lien release form from each contractor and material supplier. A sample of this "Waiver of Lien" form is available at Lni.wa.gov/go/F625-029-000 or from any L&I office.

You have final responsibility for seeing that all bills are paid even if you have paid your contractor in full.

If you receive a notice to enforce a lien, take the notice seriously. Let your contractor know you have received the notice. Find out what arrangements are being made to pay the sender of the notice.

When in doubt, or if you need more details, consult your attorney. When and how to pay your contractor is a decision that requires serious consideration.

Reminder: Washington laws require contractors to give you a disclosure statement if your contract exceeds \$1,000 [RCW 18.27.114(A) or (B)].

How to protect your investment

If you are dealing with a lending institution, ask your loan officer what precautions the lending institution takes to verify that subcontractors and material suppliers are being paid when mortgage money is paid to your contractor.

Request lender supervision when dealing with a lending institution that provides interim or construction financing.

Ask the prime contractor to disclose all potential lien claimants as a condition of payment. A lien claimant must mail (by certified or registered mail or by personal service) a copy of the claim of lien to the owner within 14 days of the time the lien is recorded [RCW 60.04.091(2)]. While an action is ongoing, an owner may withhold from this prime contractor the amount of money for which a claim is recorded by a subcontractor, supplier or laborer [RCW 60.04.151].

It is recommended that your check be made payable jointly, naming the contractor and the subcontractor or supplier as payees.

Upon payment and acceptance of the amount due, the owner has the right to an executed release of all lien rights by lien claimants [RCW 60.04.071].

Consider using an escrow agent to protect your interests. Find out whether your escrow agent will protect you against liens when disbursing payments. If you are interested in this alternative, consult your attorney.

Request that your contractor post a performance bond in the amount of the project cost. That will give you recourse in the event the contractor fails to complete the building agreement.

How to avoid lien problems

- Ask for the disclosure statement that advises you of your rights and responsibilities.
- For greater protection, you may withhold a percentage of your contract until you are satisfied with the project.
- Before making final payment for your project, require a signed lien release from all major contractors and suppliers.
- Make your checks payable jointly to both the contractor and the subcontractor or supplier as payees.

For more information

- Online: Lni.wa.gov/HiringAContractor
- Contractor Registration Hotline: 1-800-647-0982
- You may also call your local L&I office. See listings under "Washington State of" in the government section or the white pages of the telephone book.

Please note:

This notice was prepared by the Department of Labor & Industries Customer Service, Compliance, and Public Safety division for reproduction by lending institutions and contractors for distribution to their clients. It explains the basics of the construction lien law to help you protect yourself. This information is not a reflection upon the abilities or credit of your contractor.