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Electrical contractor letterhead

When someone asks for a document printed on company letterhead, they want proof that the information they requested comes from an official, authorized source in your company. The person requesting letterhead also wants something difficult to forge or alter that will serve as an official, legal record of a transaction, event, agreement or contract. Company letterhead is stationary that includes the organization's name, address and other contact information. Merriam-Webster states that true letterhead gets printed or engraved on high-quality paper or cardstock. Despite advances in home printer resolution, the price of high-quality ink and paper means that home-based businesses should balance the added credibility of using physical letterhead with its overall expense to produce. Your official company letterhead might bear a specific personal chop or seal, raised decorative areas and security features such as watermarks and metallic or colored threads in the paper you choose. The design elements you use to create your official paperwork testify to your position in the company hierarchy. These same elements underscore the receiver's importance to you, your company and the community at large. The trend toward paperless offices has reduced the use of headed paper in favor of logos, graphics and photos in emails and text messages. Even legal documents such as auto loans and insurance policies arrive as links to electronically signed files stored online. The parties in a given transaction or agreement can view and sign these documents without ever printing a single line of text. In spite of this pressure to keep communications paperless, letterhead still lends the additional legitimacy to legal documents and contracts, queries and petitions that plain paper and handwritten script frequently lack. When properly designed, letterhead draws attention to itself and demonstrates that a business has real people behind the required registration of partnerships, corporations or governmental entities. Business headers should include the company name and address on separate lines followed by the telephone and fax numbers, in that order. Also include relevant names, phone extensions and email addresses: yours, your direct supervisor's and your supervisor's superior as well. Do not include anyone higher up in the header, though. Instead, "CC" copies to the relevant department heads, executive officers or board members. "CC" used to stand for "carbon copy" in the days of mimeograph machines, but now it serves as a way to denote who else needs to receive a given document. Place a "CC" at the bottom left of the page followed by pairs of initials separated by the forward slash and followed by a period. The business footer should look like this:CC: R.L./J.S.Center the header at the top of the page for the most formal and official appearance. The date you sent the correspondence belongs at the bottom of the page, centered. It may surprise you to learn that fired-clay tablets with matching clay envelopes served as some of the earliest examples of letterhead. The Akkadians, Babylonians and Hittites all used these sealed clay tablets as bills of sale and title history. Today, we store such documents in the recorder's office. Of course, bond paper and cardstock have replaced clay tablets. Sheepskin, papyrus, linen and parchment have all had their turns as the print medium of choice for official documents. Although written from the customer or constituent point of view in 1922, Mary Owens Crowther's "Book of How to Write Letters" provides sound advice for business writing, including the basis for today's A/B testing sales letters. Crowther provides examples of eye-catching business headers and includes other advice for business owners who wish to improve response rates and establish their official voice and brand. Small businesses dominate the electrical contracting marketplace with around 80 percent of firms employing less than 10 people, according to First Research. To start a company, you must have the skills, experience and licenses to handle a wide range of electrical installation, upgrading and maintenance projects for residential and commercial customers, plus the ability to manage a business. Customers want to know your firm can provide a safe, reliable, quality service. When hiring electricians, look for employees with the qualifications to deliver that level of service. Electrical Contractor's 2012 Profile of the Electrical Contractor notes that employees in smaller firms are more likely to have apprenticeship, trade or vocational school training, compared to larger firms where technology changes are driving employers to hire employees with higher qualifications. In most states, you will need an electrical contractor license. The National Electrical Contractors Association provides a guide to individual state requirements. You also need business permits. You can obtain details of local requirements by using the Business Licenses and Permits Search Tool available from the U.S. Small Business Administration website. In certain states, you may need local permits for compliance with public safety, diversity, and occupational health and safety legislation. Take out insurance to cover your premises and equipment, as well as public liability and professional indemnity insurance. You may wish to operate your business from home, but check local zoning requirements before setting up operations. Contact real estate agents to buy or rent commercial premises with the space to accommodate an office area and storage for supplies and equipment. Open trade accounts with electrical equipment suppliers so you can obtain supplies and pay for them monthly. Buy or lease a vehicle to transport your equipment and supplies when you're working on-site. Traditional power and lighting projects remain the main source of income for the majority of contractors. However, contractors are diversifying into other areas of work, such as home or industrial automation, green energy and communication systems, according to the 2012 Profile of the Electrical Contractor survey. Developing the skills to offer a specialist service in those alternative markets may help you to compete effectively against other local contractors offering a general service. To build your customer base, run ads in local directories or newspapers and set up a website to promote your services to residential customers. To win contracts on new build or refurbishment projects, focus on developing relationships with building contractors and architects by introducing your services and asking for opportunities. Facilities managers who need occasional maintenance or upgrade services are another useful source of work. Contact electrical retailers and do-it-yourself stores about opportunities to become their recommended electrician for customers who need installation for products like home entertainment systems, security systems or home automation. Quality of service, word-of-mouth referrals and relationships with construction industry professionals are key to success for small contractors. Photo: shutterstock.comA general contractor or GC is hired to take a set of plans and turn them into a building. He'll orchestrate the comings and goings of the workers, order materials, inspect the work done, coordinate an ever-changing schedule, and handle a lot of the paperwork, which will include material bills, payroll, and issuing invoices to you, the homeowner.The GC will also arrange for the subcontractors—the excavation contractors, plumbers, electricians, dry-wallers, tilers, roofers, and foundation crew, whatever and whoever is needed. It is the GC's responsibility to make sure the subs do their jobs on time and in strict accordance with the plans.As with an architect, you sign a contract with the general contractor that obligates you to make certain payments at specified points during construction. In return, the GC assumes responsibility for the entire building process. The GC makes a profit by marking up the labor and materials costs by a percentage. That percentage varies considerably. The typical range is 10 to 30 percent.Carpenter-Builder vs. Construction Company Many GCs began their careers in the building business as carpenters but at some point decided they wanted to run their own companies and assumed overall management responsibility. In a large construction firm, the GC is actually a company rather than an individual, and an individual project manager will assume day-to-day responsibility for a given job. The project manager may or may not have hands-on building experience but does have business training. Increasingly, the tools of the GC's trade consist of a notebook computer and a cell phone rather than a hammer and a circular saw.The carpenter-builder GC probably has only one or two jobs going at a time, while a construction company will need more and larger jobs to pay its overhead. The carpenter-builder may have a desk at home that functions as an office and a workshop in a converted garage or basement. The construction company will have an office with an accountant, payroll clerk, and other staff; trucks and miscellaneous vehicles; a warehouse or other building that functions as the base of operations with equipment, materials storage, and workshop equipment, and a variety of other accouterments of a good-size business.The large and small general contractors each have certain advantages. You may be able to shape a more flexible working relationship with the carpenter-builder than with a larger company. On the other hand, the construction company probably has a much greater capacity and can do a broader range of work. If your project is large, you may benefit from the larger crews of a construction company.Logic might suggest that the smaller contractor will be able to give you the best price, but despite the extra overhead costs at the larger concern, there are also some economies of scale. In general, though, the odds are that as a small, one-time buyer of construction services, you'll do better with a carpenter-builder for your remodeling. He is accustomed to dealing with individual owners, may have more time and patience for your special concerns, and he may well price the job a little cheaper, too. If you're in doubt, get both companies and carpenter-builders to bid on your job.When hiring a smaller general contractor, determine how much experience the head man has. If the candidate you're thinking of hiring is a carpenter who's just branching out and trying his hand at being a carpenter-contractor, think carefully before making the hiring decision. He may master his profession quickly, but the truth is it's actually a new line of work, one that requires fewer building skills and more business sense. If your remodeling job is modest in scope, hiring a rookie GC may work to your advantage, since many people starting out on a new career have a pride in accomplishment that fades over time. Make sure you are confident he has the scheduling, budgeting, and other skills to handle the expanded duties.Subcontractors get their name from their relationship to the general contractor. When you hire a GC, he will contract with individual subcontractors to complete specified tasks for specified prices. You may need several subcontractors or none, depending upon the nature of your remodeling job. Among the subs that may be needed for a residential project that involves extending an existing foundation are a surveyor, earth-moving subcontractor for excavation and site preparation, and foundation contractor for the footings and cellar walls (though another sub, a mason, may be hired to build the walls if they are to be of block). Electrical, plumbing, and HVAC (heating, ventilation, and air-conditioning) subcontractors may be necessary and, depending upon who your GC or carpenter is, roofing, drywall, painting, and clean-up contractors may also work on your job.Usually any vinyl flooring, tile, and countertop needs can be filled by one contractor, while another will sell and install your carpeting. If there is landscaping to be done, you may need one or even several additional subs to plant trees, lay walks or patios, build walls, seed the lawn, and so on. Depending on local and state requirements, at least the electrician, plumber, and surveyor will be required to be licensed. Electrical, plumbing, and other inspections should be the responsibility of the appropriate subs.If you have a general contractor handling your job, he'll be in charge of hiring, scheduling, paying, and supervising the subs. If you are your own GC, you'll be hiring them yourself. This content is imported from Third party. You may be able to find the same content in another format, or you may be able to find more information, at their web site. Tackling a renovation can be daunting, but there's one simple way to set yourself up for success: Surround yourself with the best experts out there, including a committed and talented contractor. Jonathan and Drew Scott, authors of Dream Home and the stars of HGTV's Property Brothers, know a thing or two about home improvement work. The two pros shared their best tips for hiring a contractor with Business Insider, and their insights are tremendously helpful, especially for first time renovators. "You can just turn over the keys and say, hey! Make my house pretty," Jonathan says in the video, above. But if you do that, you're essentially setting yourself up for remodeling failure. Here's how to ensure you don't get stuck with a contractor who will take advantage of you, according to the brothers. 1. Evaluate the contractor's credibility. Look for professional affiliations and check references, Jonathan advises. A little research can go a long way. 2. Look at previous projects. Ask to see photos or samples of past work. Drew recommends. Don't be shy or timid! You're about to hand over thousands of dollars to this person, so make sure they're worth the investment. 3. Put it in writing. This includes quotes, the contract, payment terms, and more. And if you don't know the first thing about contracts, look at samples online. You can compare and contrast your contract with others, or use the samples to draft your own. This cheat sheet will ensure your contract has everything it needs. 4. Make sure the contractor is licensed. This simple step is an easy way to judge his or her skill set and credibility. However, Jonathan pointed out that this is not a foolproof way to make sure they will do quality work, so check references (see tip #1!) before proceeding. (h/t Business Insider) This content is created and maintained by a third party, and imported onto this page to help users provide their email addresses. You may be able to find more information about this and similar content at piano.io Convincing a general contractor to take on small, inexpensive jobs can be a challenge. After all, they have entire homes to build and kitchens to renovate — why would they waste time taking on tiny projects? It can be maddening, but don't lose hope. Contractors can be convinced to handle your small-scale project. You just need to use the right tactics. Here are a few to try: #1 Make It a Twofer Replacing and trimming out one bay window might not compel a busy contractor. But tack on the installation of a water-saving toilet and that rainfall showerhead you've been pining after? That's a different story. "Try to bundle it up," says Bryan Clayton, a former general contractor with 15 years of experience. Combining projects is a win-win for you and the contractor: You get the home you want, and they can charge enough money to make the job worth their while. Kitchen Durability is key for kitchen remodeling, but it doesn't have to cost a lot. Slideshow Some trees are more trouble than they're worth. Before you head to a nursery, see our slideshow. Then, see even more trees readers hate. Painting & Lighting Painting concrete surfaces requires more skill, tools, and time than throwing a coat on drywall. Here's how to do it right. Okay, it's a win-sort-of-win. Obviously, two jobs will cost more than one. But, then again, you'll knock off half your honey-do list in one fell swoop. And that's pretty sweet. #2 Take On the Hassle of Buying the Goods Contractors will be more tempted to take your job if their overhead is low, and the hassle is really minimal. In other words, if you take care of buying the materials and making sure they're available when the contractor needs them. This one is definitely a win-win, because you'll be saving money, too. Contractors often mark up the cost of materials to cover transportation and storage costs. "If they buy the materials and have to wait 15 or 20 days to get paid, they need to get compensated for the capital risk," Clayton says. "Cut that out and pay directly." For instance, the cost of installing new hardwood floors will be lower if you have the wood shipped directly to your house. It removes the contractor's risk while saving them time and effort. "They love to hear that," says Clayton. Related: How Much You Can Save if You Buy-It-Yourself #3 Chill Out Until the Off-Season Assuming your project doesn't need completion before your in-laws visit next month, it'll benefit if you greatly to wait for the off-season. Most contractors will be eager for work once temps start to dip into the freezing zone. "Absolutely wait until winter," Clayton says. "During that time of the year, you'll get a better contractor at a better price." This applies doubly if you need any exterior work, like repairing a deck. Most homeowners don't think to do exterior work in cold weather, but that's when these contractors have the most availability. Yes, it might take a little bit longer, especially if the weather gets unruly, but the job will still get done — and possibly cost you way less. #4 Send a Picture Trying to find a contractor for your small job might seem like an Olympian endeavor for one seemingly small (but endlessly frustrating) reason: You can't get them to come out and give you a darn quote. To be fair, their hesitance is understandable. Homeowners often get multiple quotes, so there's a good chance the contractor's visit won't bring in any new business. For a job that sounds like a pittance, why would they bother? Save them the trip and take pictures. Email or text the pics, plus basic information about your project, and the process can be expedited for both you and them. "I can give them a quote in 20 minutes," says Danny Ruby, a general contractor in Boston. #5 Be (Sigh) Patient Does your project need completion today? Or can you bear waiting a few weeks to get those front porch steps replaced? Allowing a flexible timeline might encourage contractors to pick up your small job. "The more flexible you are, the better," says Clayton. Contractors might fit in smaller jobs during downtime for larger projects. They can pop over and work on your built-in window seat while they're waiting for tile to arrive for a bathroom remodel they're doing nearby. Beware, though, Clayton says. Squeezing in bits of work might mean the job takes a long, long time. It's fair to not let a project drag out too long, but offering flexibility can get a project started — and hopefully finished — sooner. "Be polite and patient, but also know if you're getting the run-around," he says. Related: What Should Be in Your Contractor Agreement? #6 And, Finally, Don't Act Shocked at the Cost Contractors are different from handymen for a reason. Handymen have a wide variety of skills that lets them tackle odd jobs, like patching up holes and fixing wobbly doors. Contractors offer a deeper knowledge of construction and are typically licensed in a specific trade (like plumbing or carpentry), letting them tackle complex projects with precision. A handyman, for instance, can hang shelves. But you'll want someone with specialty skills for constructing new built-ins, a complex task that could go wrong in many interesting ways. Hence, the general contractor. And you should expect to pay extra for those special skills. "Homeowners can't expect to pay handyman costs, but have a contractor come over," Ruby says. "They're going to have to pay accordingly." Typically, contractors also provide liability insurance for your project, workers comp for their employees, and a warranty in case something goes wrong. Not balking at those legitimately higher rates can go a long way toward convincing a contractor to take your smaller job. While pricing specifics will depend on your area or job, expect a handyman to cost roughly \$25 per hour. A contractor might charge \$60 or (much, much) more. "I have no problems doing small jobs, but when I tell homeowners how much they cost, they aren't happy," Ruby says. Related:

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