

CONTRACT CHECKLIST

Use this checklist to help you write your next client contract

WHAT TO INCLUDE

- ☐ Your Fee
- ☐ Your Services - Scope of Work, Responsibilities
- ☐ What your services to NOT include
- ☐ Payment Terms - When and How - Deposit? Late Fees?
- ☐ Deadlines, Key Project Dates
- ☐ Client Deliverables & Turnaround Times
- ☐ Communication Channels
- ☐ Contact Times, Working Hours
- ☐ Who do you work with/ report to
- ☐ Restart Fees, Rush Fees
- ☐ Revision Process & Limitations
- ☐ Retainer hours, roll overs + overcharge
- ☐ Confidential Info, Ownership Rights
- ☐ Contract Length
- ☐ Termination Terms

**A PERSON WHO NEVER MADE A MISTAKE NEVER TRIED ANYTHING NEW
-ALBERT EINSTEIN**