

# Signing

## A CONTRACT?

CONTRACT



### READ THIS

## Quick Checklist First

*Fail to prepare is preparing for failure*

1

Don't start any work until everything is agreed



2



Clarify everything about the work you are about to undertake:



Payment Terms



Your status



Specifications



Timeframes



Terms of business



Anything else relevant – now is the time to sort it!

3



Agree all details in writing.

4



Keep secure and retrievable records

5



Does the person you are dealing with have authority – if unsure obtain written clarification

6

Query differences in names or spellings



7

Agree how disagreements will be dealt with - insist on mediation before going to court.



8

Check all documents through twice - If you are unhappy with anything don't start – get answers. Honest counterparties won't mind legitimate questions.

