



## Small Business Contract Checklist

*General information only. Not legal advice. No attorney-client relationship is formed.*

If you cannot find an item in your agreement quickly, treat it as missing.

### Deal basics

- Legal names and entity types match the party doing business.
- The contract states the project or transaction in one clear sentence.
- Signature blocks include signer name and title for business entities.

### Scope and change control

- Scope and deliverables are specific enough to measure completion.
- Client responsibilities are stated (access, approvals, materials, decisions).
- Written change order process covers scope, price, and schedule changes.

### Payment protection

- Price and payment schedule is clear (deposit, milestones, retainers, subscriptions).
- Late payment terms include suspension rights and collection costs where appropriate.
- The agreement explains what is due at termination and what is nonrefundable, if any.

### Fast Red Flag Scan

- Scope fits in one vague sentence.
- No change order process.
- Payment terms exist with no consequence for nonpayment.
- Other side can terminate at any time and you still owe work.

### Term and exit

- Start and end dates are clear, or the contract explains when the relationship ends.
- Renewal terms are obvious and the stop renewal notice period is stated.
- Termination rights and notice method are clear.

### Risk allocation

- Limitation of liability is stated in plain language and fits the deal size.
- Consequential damages are addressed where appropriate.
- Indemnity language matches your role and covers client provided materials.

### Disputes and enforceability

- Governing law and venue are stated (state and county, or federal district).
- Notice clause is clear (where to send notice and when it counts as received).
- Entire agreement and amendment in writing clauses are included.

- Auto renewal is hidden or unclear.
- No governing law or venue.
- No liability limit for your business.
- Promises you cannot control are included.

## CONTACT US



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