



## 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.

### 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.

### 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.
- ☐ 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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