

Sense-Checklist for Appointments

If you haven't read the book, this checklist will convince you that not all clauses in standard appointment are *necessary*. If you have read the book, this checklist acts as a way to verify that you have understood and followed the guidelines in the book.

Is Your Appointment Client-Specific and Certain?	Y/N	Chapter
Can you tell who the parties are?		8
Do you understand precisely the scope of the services?		9
Can you work out how much you are going to be paid and when?		10
Can your client immediately work out how your services will meet her needs and expectations?		11
Do you and your client understand your respective obligations?		8–11
Does Your Appointment Include Challenging Clauses?		
Can your client understand the limits on her use of your copyright material?		12
Do you know which information is confidential or legally-binding?		13
Does your client have clear rights to cancel?		14
Is Your Appointment Effective?		
Can you identify the start date for your services?		15
Do you know the performance standard your client expects?		16
Have you identified any relevant risks?		17
Does your appointment include a financial limit on your liability?		18
Does your appointment include clear payment procedures?		19
Does your appointment include a procedure for changing the services?		19
Does your appointment include a right to terminate?		20
Will You Use Your Appointment Effectively?		
Have you created client-specific terms?		21
Have you deleted or negotiated all showstoppers?		22
Have you pinned your appointment to your noticeboard?		23



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