

CONTRACT CLAUSES YOU SHOULD NEVER SKIP

USE THIS CHECKLIST TO ENSURE YOUR BUSINESS CONTRACTS
PROTECT YOUR RIGHTS, LIMIT YOUR RISKS, AND CLEARLY
DEFINE EXPECTATIONS.

1

SCOPE/SERVICES

CLEARLY OUTLINE WHAT IS BEING PROVIDED,
DELIVERED, OR DONE. BE SPECIFIC.



2

PAYMENT TERMS

INCLUDE AMOUNT DUE, PAYMT SCHEDULE &
METHOD LATE FEES, REFUND POLICY.



3

TERM/TERMINATION

DEFINE CONTRACT START AND END. INCLUDE
TERMINATION METHOD AND CONSEQUENCES.



4

BRAND PROTECTION

DEFINE INTELLECTUAL PROPERTY OWNERSHIP,
CONFIDENTIALITY & SURVIVAL POST-CONTRACT.



5

LIMITATIONS ON LIABILITY

CAPS THE DAMAGES ONE PARTY CAN RECOVER FROM
THE OTHER AND HELPS AVOID CATASTROPHIC
FINANCIAL EXPOSURE.



6

INDEMNIFICATION

NEVER AGREE TO AN INDEMNIFICATION PROVISION
THAT SHIFTS ALL RESPONSIBILITY TO YOU. MAKE
SURE IT IS BI-LATERAL AT A MINIMUM.



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