

# CONTRACT CHECKLIST

The following checklist highlights the major points to consider when entering into a contract for goods or services. To discuss strategies for dealing with these points and other related issues, please contact our office at (206) 682-5600.

- **SCOPE**
  - Description of Services
  - Goods or Products to be Supplied or Purchased
  - Term
  - Renewal
  - Termination
  - Default
  - Changes/Additions
  - Incidental Services
  
- **COMPENSATION**
  - Rates
  - Commission
  - Price lists
  - Billing
  - Payment terms
  - Costs & Expenses
  - Bonus (or Penalty)
  - Cancellation or Rejection Fee
  
- **PERFORMANCE**
  - Time/Schedule
  - Indemnity
  - Insurance
  - Warranties
  - Specific Remedies in Event of Breach
  - Returns/Charge Backs
  
- **PROTECTION OF IDEAS & DESIGNS (INTELLECTUAL PROPERTY)**
  - Rights to Product/Design Created
  - Confidentiality & Nondisclosure
  - Non-Competition
  
- **“LEGAL” ISSUES**
  - Limitation of Liability
  - Choice of Law & Venue
  - Dispute Resolution (arbitration/mediation)
  - Liquidated Damages
  - Attorney’s Fees
  - Modifications
  - Events or Conditions Outside the Reasonable Control of the Parties