

Business Agreements Checklist

Use this checklist to ensure your business has the essential agreements to protect operations and clarify expectations.

☐ **Service Agreements**

Define services provided, payment terms, timelines, and deliverables.

☐ **Employment Contracts**

Outline job roles, responsibilities, confidentiality, and termination conditions.

☐ **Vendor Agreements**

Set clear payment terms, delivery schedules, and quality standards with suppliers.

☐ **Non-Disclosure Agreements (NDAs)**

Protect confidential information when sharing with clients, contractors, or partners.

☐ **Partnership Agreements**

Clarify ownership, roles, profit-sharing, and dispute resolution between partners.

☐ **Confidentiality Clauses in Agreements**

Include confidentiality clauses in all relevant agreements to protect sensitive data.

☐ **Client Contracts with Payment Terms**

Ensure clear expectations on payment terms and conditions with clients.

☐ **Privacy Policies for Data Handling**

Comply with data protection laws by clearly stating how client data is managed.

☐ **Independent Contractor Agreements**

Set project scope, payment structure, and intellectual property ownership with freelancers.

☐ **Intellectual Property Assignment Agreements**

Secure ownership of intellectual property created by employees or contractors.

Action Steps:

- ☒ Review which agreements you already have in place.
- ☒ Update outdated agreements to match your current business needs.
- ☒ Seek legal review for critical contracts to ensure compliance.
- ☒ Store signed agreements securely for easy reference.
- ☒ Use this checklist during client onboarding or partnership discussions.
