CONTRACT CHECKLIST *for entrepreneurs*

BEFORE you sign anything, read this.

Created by Chantal Lee Legal

Most founders don't fail because of their ideas. They struggle because the legal foundation of their business was never properly set up. This checklist will help you identify whether your business is truly protected – or exposed to unnecessary risk.

1. Clear Scope of Work

- Does the contract clearly define what is being provided?
- Are deliverables specific and measurable?
- Is there any vague language that could be misinterpreted?

2. Payment Terms

- Are payment amounts and due dates clearly stated?
- Are late fees or penalties included?
- Is the payment method defined?

3. Timeline & Deadlines

- Are start and end dates specified?
- Are milestone deadlines included?
- What happens if deadlines are missed?

4. Exit Clause

- Can you terminate the agreement?
- What notice is required?
- Are there penalties for ending early?

5. Responsibilities

- Are both parties' responsibilities clearly outlined?
- Is there clarity on communication expectations?
- Who is responsible for what issues arise?

6. Intellectual Property

- Who owns the final work?
- Are usage rights clearly defined?
- Is there any licensing language included?

7. Liability & Protection

- Is liability limited?
- What risks are you agreeing to take on?
- Are there idemnification clauses?

What this means

If you didn't check certain sections, it doesn't mean you're behind.
It means your business is ready for legal clarity.

What to do next

This checklist is the first step.
The next step is to ensure that your legal contracts are actually built correctly and enforceable.

BOOK A LEGAL STRATEGY CONSULTATION

We'll review your business structure, contracts, and risks—and help you understand ***exactly*** *what needs to be fixed or strengthened.*

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Chantal Lee Legal Services, LLC
www.chantalleelegal.com