



Write the Contract

Avoid nightmares down the road ... put it in writing!

Include:

- Specific deliverables, including interim deliverables
- Deadlines for each deliverable and/or phase of the project
- Fee and payment structure including late charges and direct costs/expenses
- Personnel dedicated to the project and roles of the consultant and the nonprofit
- Workplace (where will the consultant work? What administrative support, equipment or access is expected?)
- Formal communication and reporting plan (between you and the consultant)
- Any organizational policies or standards that must be adhered to
- Termination procedure
- Statement of consultant's independence (Independent Contractor)¹
- Statements and waivers regarding insurance, rights to intellectual property
- Procedures for changing cost, scope of work or timelines
- Procedures for dispute resolution
- Procedures for breach of contract
- Appropriate signatures

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¹ IRS website: <http://www.irs.gov/pub/irs-pdf/i1099msc.pdf>