GEDDIT

Signing an Agreement

Free preparation checklist | Check each item as you complete it.

Disclaimer: This document is for general information only and does not constitute legal advice.

Verify every detail using this checklist to protect your rights before you put your signature on any new contract.

- ☐ Identify all legal parties involved.
- ☐ Verify the specific scope and deliverables.
- ☐ Review all fees, taxes, deposits, and payment dates.
- ☐ Check start/end dates and renewal terms.
- ☐ Read cancellation, termination, and refund policies.
- ☐ Ask about any unclear clauses.
- ☐ Get all promises and changes in writing.
- ☐ Keep a full signed copy for your records.
- ☐ Consider seeking qualified professional advice if you are unsure.

Free resource. No payment or account required. More resources: www.geddit.ca.