



4 Essential Contracts For EVERY Business



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A Client Service Agreement

If you are a Company that provides a service, you need a contract that clearly defines and regulates the client relationship. It's essential for clients and service providers to understand their boundaries so that both are able to work comfortably within them. *Pay special attention to The Scope of Work section and makes sure it clearly outlines The services that will be provided and how they will be delivered.*

A Vendor Agreement

If you work with Vendors, a Vendor Agreement is necessary to outline the product specifications and the product delivery method. Newly created and long-standing Vendor relationships benefit from the predictability of the process created by a contract. *Pay special attention to what the contracts says for damaged or defective products and how to return them.*

An Independent Contractor Agreement

Contractor Agreements are similar to Vendor Agreements, but the contract outlines the delivery and specifications of the work to be performed by the Independent Contractor. *Pay special attention to whether or not the Independent Contractor arrangement is really an employee/employer relationship in disguise, and if you have the correct work arrangement in place*

An Employment Agreement

Whether you have an hourly or salaried employee, the Employee/Employer relationship is governed by state and federal laws. The employment arrangement must be in compliance with the appropriate laws for your municipality, state, and country. *Pay special attention to the lase on how overtime, sick days, time off, medical leave, and disciplinary actions are handled and stated in your contracts.*

