

# DO-IT-YOURSELF CONTRACT REVIEW CHECKLIST



Any contract you sign should be beneficial to all the parties, including you. Before you sign a contract you should consider whether it meets your interests and goals.

Any time you encounter a new contract to sign, pull out a copy of this checklist and look for the checklist's items in the contract. If any of these items are missing, contact Maiello, Brungo & Maiello through the website or via the contact information at the bottom of this page.

Additionally, if you find the terms in any of the provisions specified below to be unacceptable, you should contact Maiello, Brungo & Maiello for assistance in renegotiating those terms.

## CHECKLIST

<b>Form:</b> The contract is written.	
<b>Purpose:</b> The purpose for the contract is spelled out simply and clearly.	
<b>Term:</b> There is a specific length of the contract, based on either time or performance of one or more actions.	
<b>Payment:</b> The contract outlines specific terms of payment, and any conditions required for payment to be made.	
<b>Understanding:</b> Both parties agree on the meaning of the contract and the definitions of the important words or phrases.	
<b>Contingencies:</b> The contract addresses contingencies if something unforeseen occurs.	
<b>Logistics:</b> The methods for acceptable performance of the contract are spelled out.	
<b>Termination:</b> There is a list of specific occurrences that can terminate the contract.	
<b>Power Difference:</b> Neither party has significant influence or power over the other.	

Hopefully you have checked every box on this page. If not, contact Maiello, Brungo & Maiello, LLP at 412.242.4400 or [jhp@mbm-law.net](mailto:jhp@mbm-law.net).