

# Vendor Contract Checklist

## 1. Clear Description of Services

### Specific Deliverables:

- Are all services and products clearly listed?
- Does the contract specify what you will receive (e.g., number of photos, hours of service, specific menu items)?

### Timelines:

- Are start and end times clearly defined for each service (e.g., setup and teardown times)?
- Are delivery timelines for final products (e.g., photos, videos) clearly stated?

### Included Materials:

- Are all materials and equipment included in the price listed (e.g., tables, chairs, lighting)?

## 2. Payment Terms

### Deposit Requirements:

- Is the deposit amount specified?
- Are the due date and refund policy for the deposit clearly stated?

### Payment Schedule:

- Is there a clear breakdown of payment installments and their due dates?

### Late Payment Penalties:

- Are any penalties for late payments clearly outlined?

## 3. Cancellation and Refund Policies

### Client Cancellation Terms:

- Is it clear what happens if you need to cancel?
- Are any refund conditions or non-refundable deposits specified?

**Vendor Cancellation Terms:**

- Is there a clear policy for what happens if the vendor cancels?
- Are you entitled to a refund or a substitute service?

 **Refund Timelines:**

- Are timelines for processing refunds specified?

#### 4. Liability and Insurance

 **Proof of Insurance:**

- Does the contract confirm that the vendor has liability insurance?
- Have you seen proof of this insurance?

 **Coverage Details:**

- Is the scope of the insurance coverage clearly outlined?
- Are you protected in case of accidents or damages?

#### 5. Force Majeure Clauses

 **List of Covered Events:**

- Does the contract include a list of events covered under force majeure (e.g., natural disasters, pandemics)?

 **Rescheduling Options:**

- Is there a clear policy for rescheduling or refunds in case of a force majeure event?

#### 6. Delivery Timelines

 **Specific Delivery Dates:**

- Are delivery dates for final products (e.g., photo albums, edited videos) specified?

 **Penalties for Late Delivery:**

- Does the contract include penalties for missed deadlines?

## 7. Setup and Teardown Specifics

**Setup Times:**

- Are the setup start and end times clearly defined?

**Teardown Times:**

- Are the teardown start and end times clearly defined?

**Cleanup Responsibilities:**

- Is it clear who is responsible for cleanup after the event?
- Are any additional fees for cleanup specified?

## 8. Revisions and Additional Costs

**Number of Revisions Included:**

- Is the number of revisions or edits included in the price specified?

**Cost for Additional Revisions:**

- Are additional revision costs clearly outlined?

**Overtime Fees:**

- Are fees for overtime work clearly stated?

## 9. Contract Review and Negotiation

**Thorough Review:**

- Have you read every section of the contract carefully?
- Have you asked for clarification on any ambiguous terms?

**Negotiated Terms:**

- Have you negotiated any terms that were not initially satisfactory?
- Are all agreed-upon changes documented in the contract?

**Final Agreement in Writing:**

- Is every agreement, change, or special request documented in writing?
- Have you received a revised contract if any changes were made?

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## 10. Red Flags

 **Vague or Missing Details:**

- Have you ensured there are no vague terms or missing details?

 **Unfair Cancellation Policies:**

- Have you checked for overly punitive or inflexible cancellation policies?

 **Lack of Liability Insurance:**

- Have you confirmed that the vendor carries liability insurance?

 **Excessive Fees:**

- Are fees for revisions, overtime, or last-minute changes reasonable?

## Final Steps Before Signing

 **Review Contract with a Legal Professional (Optional):**

- Consider having a legal expert review the contract for any potential issues.

 **Final Signature:**

- Ensure that you and the vendor sign the final contract.

This checklist is designed to help you cover all the bases when reviewing and signing vendor contracts for your vow renewal or event. Print it out, go through each item, and keep it handy during your contract negotiations.