

NESHTA's Contract Negotiation Tips

NESHTA recommends that its members attempt to follow these negotiating principles for independent contracting:

1. If possible, do a fact finding needs assessment. How must the materials, training and/or regulations link.
2. Who is in the approval process.
3. Seek a written agreement and a retainer before undertaking any work.
4. Insist on the right to bill a client incrementally completed, at reasonable, pre-determined phases of the project.
5. Do not deliver a final product until receipt of full payment.
6. Prepare a disclaimer, to always use in your contracts, indicating that the scope of work is based on the information provided by the client.
7. If the work requires employer reviews and approvals of material, or when you must await responses from the employer to continue development of the project, then always
 - a. set a reasonable deadline for receiving comments or information, and
 - b. stress that if comments are not received by the deadline, they may not be included in the product. (This avoids unreasonable delays particularly if YOU are working on a deadline!)