

Before You Sign The Checklist

Not legal advice — the commercial-management questions to ask before you sign.

i. Before You Sign

- ☐ What does the price actually cover? (Define the box.)
- ☐ What type of contract is this — fixed price, stage payment, cost-plus? What risk does that put on you?
- ☐ Have you walked the T&Cs before signing, not after?

ii. Running It

- ☐ Who owns the key dates on this job?
- ☐ What reporting does the client expect, and who's doing it?
- ☐ Do you know the invoicing and sign-off process cold?

iii. When It Moves

- ☐ Is there a change-control process agreed before work starts?
- ☐ Are you getting sign-off on every variation, in writing — never a verbal nod?

iv. Getting Paid

- ☐ Do you know your payment terms — when payment's due, and what happens if it's late?
- ☐ Do you know your statutory rights? Payment notices, pay-less notices, and the right to suspend work if you're not paid.

v. When to Call a Solicitor

- ☐ A clause reads unclear or one-sided.
- ☐ A dispute goes past a straightforward conversation.
- ☐ You're considering walking off a job.

Get the ratios right, and it runs itself.

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