

# Contracts



Here are some suggestions for what sections to include in your contract and what to keep in mind when you are preparing your contract

## In general

Your contract should:

- Create clarity around expectations for everyone involved
- Offer an opportunity for discussion BEFORE the job if there are any conflicts
- Clearly outline what you will and will not do
- Be adaptable to fit a variety of scenarios
- Support best practices

## Charges

- What time does your daytime rate start and end?
- List which holidays will be billed at a higher rate
- 2-hour minimum? Call out fee? Base rate?
- Are multiple jobs at the same location billed separately?

## Overages & Cancellations

- Just because a job runs long doesn't mean you can stay
- Will you bill overages in 15 minute increments? 30?
- When deciding what a "timely cancellation" means, consider how long it would take you to find replacement work
- If client is not present, how long will you wait before considering it a cancellation?

Tip: We often use the phrase "no show," but this wording can have negative implications that perpetuate stereotypes, especially impacting people from oppressed groups. Consider using the words "on-site cancellation" or "cancelled assignment" instead

## Reimbursable Charges

- Are there charges you will always want reimbursed?
- If there are certain reimbursements that will be negotiated on a case-by-case basis, consider keeping a list of them so you don't forget them when it's time to negotiate
- Remember that mileage reimbursement is intended to cover gas and wear and tear on your car, not the time you spend commuting

## Invoicing & Acknowledgement

- When is payment due? How do you accept payment?
- If not paid on time, will you charge a late fee? Flat fee or percentage?
- How will you know the hiring entity agrees to your terms?