

Project Scope and Responsibilities

Use a sample project. These exercises are planning notes, not a legal contract.

Your name / date / sample client:

1. What exact deliverables and file formats are included?

2. What work is excluded? How will extra work be approved?

3. What materials, permissions and feedback must the client provide?

Payment, Revisions and Deadlines

Confirm these terms together before starting substantial work.

4. Price, currency, deposit, milestones, due dates and payment method:

5. Included revision rounds; what counts as a revision or new work?

6. Start date, milestones, review dates and final deadline:

7. How will delayed client materials affect the schedule?

Rights, Privacy and Cancellation

Seek qualified advice for terms affected by local law or unusual project risks.

8. Final files, source files, rights transfer and third-party licenses:

9. Portfolio permission and confidentiality requirements:

10. Cancellation, completed work, deposits, refunds and handover:

11. Who approves changes, and where are written records stored?

Review and Next Steps

Allow 20-30 minutes. Check understanding before accepting the project.

12. What is the biggest misunderstanding this agreement should prevent?

Final agreement checklist

- ☐ Names and project scope are clear.
- ☐ Deliverables and exclusions are listed.
- ☐ Price, currency and payment timing are agreed.
- ☐ Revision limits and deadlines are understood.
- ☐ Rights, licenses and privacy terms are reviewed.
- ☐ Cancellation and client responsibilities are documented.
- ☐ Both sides have approved and saved the same version.

One action to complete within the next 7 days:

Next: Lesson 30 - Receiving Payments Safely Worldwide

<https://moneyonlineers.com/receiving-payments-safely-worldwide/>