IMPR.

Contract Transparency Checklist

For professionals and studio owners

Use this checklist before signing any agreement.

- [ ] **Parties and scope**
  Confirm the legal names and contact details of both parties. Define location, dates, services, hours, duties and expectations.
- [ ] **Remuneration**
  Record the agreed rate, currency, invoicing arrangements, payment dates, expenses and deductions.
- [ ] **Working arrangements**
  Clarify applicable contractual status, responsibilities, facilities, equipment and supervision.
- [ ] **Personal welfare**
  Agree arrangements for accommodation, insurance, privacy, image use, safety and reporting concerns.
- [ ] **Changes and termination**
  Document notice periods, cancellation, termination, return travel and how changes or disputes will be handled.
- [ ] **Final review**
  Read the complete agreement, keep a copy, resolve outstanding questions and seek independent advice where needed.