

Checklist for negotiating a commission and detailing this in a contract.

<http://www.londonfreelance.org>

1. What is the name and position of the person commissioning you?
2. What have you agreed to do or supply? Are other contractors required i.e. hair and make-up, models etc. Who is responsible for these and who pays them?
3. When is the deadline?
4. In what form must the work be delivered - by email, on disk, or even hard copy? What file format does the client want - Dropbox, CD, Print, RAW or JPEG?
5. What rights are you licensing, for how much? Do you retain full copyright?> Is this describe through your media usage licence?
6. How many hours or days are you being commissioned for, if you're working on that basis?
7. Has an estimate been agreed? What is the agreed rate of pay? What expenses will be paid? When will you be paid?
8. Should the freelance invoice? When? To whom? Or will the client make a "self billing" payment?
9. Have you dealt with all relevant insurance issues? Public liability? Are you being asked to 'indemnify' your client. Have terms and conditions been sent?
10. If you are supplying materials such as transparencies, when will they be returned to you?