Contract Review Checklist

What to look for before you sign anything.

Go through each point. If something is missing or unclear, ask for it in writing.

TERM & DURATION

- [ ] **Rolling or month-to-month**
  Not a fixed 6 or 12-month commitment with no exit.
- [ ] **Clear start date**
  The agreement should state exactly when it begins.
- [ ] **Auto-renewal terms (if any)**
  Know whether it renews automatically and how to stop it.

TERMINATION

- [ ] **Either side can terminate**
  The right to leave should go both ways.
- [ ] **Clear notice period**
  30 days is standard. Anything longer needs justification.
- [ ] **No exit fees or penalties**
  Leaving should not cost you money.
- [ ] **What happens to your account on exit**
  You keep your account, content, login, and subscribers. In writing.

PAYMENT & SPLIT

- [ ] **Split percentage is written clearly**
  One number, no conditions, no shifting tiers.
- [ ] **You receive earnings first**
  Money lands in your account. Agency invoices you.
- [ ] **Payment frequency is defined**
  Monthly is standard. Know exactly when and how.
- [ ] **No hidden fees or "admin charges"**
  The split should cover everything. No surprises.

ACCOUNT ACCESS

- [ ] **You keep your own login at all times**
  Never hand over permanent credentials.
- [ ] **Account email stays yours**
  If they change the email, they own the account.
- [ ] **Access can be revoked by you**
  You should be able to remove their access instantly.

CONTENT & IP

- [ ] **You own all content you create**
  The agency should not claim ownership of your photos or videos.

Contract Review Checklist

Continued.

- [ ] **Content cannot be used after termination**
  Once you leave, they stop using your likeness and content.

COMMUNICATION

- [ ] **Regular reporting is guaranteed**
  Weekly or fortnightly updates, in writing.
- [ ] **You have a direct contact on the team**
  Not a generic inbox. A real person you can reach.
- [ ] **Boundaries are documented**
  What you will and will not do should be part of the agreement.