FREELANCE AGREEMENT READINESS CHECK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 List the topic that needs agreement rather than assuming consent.

STEP 2 Reference the actual proposal or correspondence and name the follow-up owner.

STEP 3 Record confirmation only after the relevant party has responded.

STEP 4 Which fact or document still needs checking?

FREELANCE AGREEMENT READINESS CHECK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	AGREEMENT TOPIC	PERSON RESPONSIBLE	REVIEW PROGRESS	SOURCE WORDING AND QUESTION TO RESOLVE

Outstanding question or record to confirm

FREELANCE AGREEMENT READINESS CHECK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 List the topic that needs agreement rather than assuming consent.

Concrete next action	Owner / due

ACTION 2 Reference the actual proposal or correspondence and name the follow-up owner.

Concrete next action	Owner / due

ACTION 3 Record confirmation only after the relevant party has responded.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This desk is not a contract, legal review or signature service. It does not establish agreement or accept terms on anyone's behalf.

- [ ] Source checked
- [ ] Next action assigned