

ENBIS Workshop:
Statistical Consulting and
Change Management
Appendix 3
Consulting Contracts

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A3.1

Consulting Contracts

- For small jobs it is best not to introduce unnecessary or excessive legalese
- Proposals or statements of work are sometimes required, but that is not the same as a formal contract
- Purchase orders are sometimes also required
- Asking the client to sign a formal contract for small jobs can be risky because it causes the client to worry
- I have done most work on a handshake

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If Contracting, Make it Simple

- A simple letter of agreement might do
 - State the daily fee
 - Charge “plus expenses”
 - No overtime; a day is a day however long the client wants you to work
 - Do whatever the client wants you to do
 - “to the best of your ability”
 - “Not to exceed” estimate



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Contract Items

- Minimum items to include in a simple contract:
 - Start date
 - Termination date
 - Calendar/Dates, Milestones when the work will take place
 - Delivery of reports/results
 - Payment terms, fees, what is included (expenses) and what is not
 - Project scope
- Items not to include:
 - Overly legalistic terms
 - Promises of results you cannot guarantee
 - Unrealistic deadlines or deadlines based in circumstances beyond your control



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Formal Contracts

- Large companies typically require formal contracts for large jobs
- If a formal contract is required, then you need a lawyer
- Lawyers typically have boiler plate contracts
- Standard contract language is around (search the internet)
- You can save yourself a lot of money by drafting the first draft and by making it clear to yourself what you want from the contract

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