

BEFORE YOU SIGN

15-Question Contract Checklist

Use this free checklist to organize the questions, fees, dates, and terms worth clarifying before you agree.

Name / contract:

Date reviewed:

General educational information only. This checklist is not legal advice and does not decide whether you should sign.

15 QUESTIONS

	QUESTION	WHAT TO CHECK	NOTES / ANSWER
☐	What is the total amount I could pay?	Recurring, one-time, tax, pass-through, and optional charges.	_____
☐	Are there additional or optional fees?	Separate required charges from add-ons and third-party charges.	_____
☐	Can the price increase later?	Look for an escalation clause, index, notice period, and cap.	_____
☐	When are payments due?	Record due dates, grace periods, late charges, and payment method.	_____
☐	Does the contract automatically renew?	Find the renewal term, price, notice deadline, and steps to stop it.	_____
☐	How do I cancel?	Write down the method, address, timing, effective date, and confirmation.	_____
☐	Is there an early termination fee?	Check for a fixed amount, formula, remaining payments, or exceptions.	_____
☐	Can the other party change the terms?	Identify change language, notice, and your options if terms change.	_____
☐	What happens if I miss a payment?	Ask about late fees, suspension, collections, and cure periods.	_____
☐	What warranties or guarantees apply?	Confirm duration, coverage, exclusions, and remedies.	_____
☐	What am I responsible for?	Clarify delivery, approvals, permits, insurance, data, and delays.	_____
☐	Are there indemnification provisions?	Ask what triggers the duty, losses covered, and limits.	_____
☐	How are disputes handled?	Locate arbitration, court, venue, fees, and claim deadlines.	_____
☐	What notice deadlines matter?	List renewal, cancellation, warranty, payment, and delivery dates.	_____
☐	What happens when the contract ends?	Check final payments, refunds, property, data, and surviving duties.	_____

GET THE IMPORTANT ANSWERS IN WRITING

- ☐ The complete price and every required or optional charge.
- ☐ The start date, end date, renewal date, and notice deadlines.
- ☐ The accepted cancellation method and any early-termination formula.
- ☐ What can change, how you will be notified, and what choices you have.
- ☐ Who is responsible for delays, approvals, materials, data, repairs, or other dependencies.
- ☐ What happens to payments, property, data, confidentiality, and warranties after the agreement ends.

IMPORTANT DATES

DATE	WHAT IT RELATES TO	HOW NOTICE MUST BE GIVEN
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PHRASES WORTH A CLOSER LOOK

PHRASE OR CATEGORY	QUESTION TO ASK
Automatically renew / evergreen	What is the renewal term, price, and cancellation deadline?
Non-refundable / no refunds	Are there exceptions for delay, non-delivery, or cancellation?
Subject to change / sole discretion	What can change, with what notice, and can I reject it?
Indemnify / hold harmless	What events and losses does this cover, and are there limits?
Binding arbitration	Where is a dispute handled, what deadlines apply, and what fees exist?
Survive termination	Which duties continue after the agreement ends?

HAVE THE ACTUAL CONTRACT?

A general checklist tells you what to look for. HiddenFeeAI can organize the fees, terms, dates, questions, and findings present in your document before you sign.

\$15 one-time review - No subscription

Review your contract: <https://hiddenfeeai.com/before-you-sign>

DetectHiddenFees provides educational information and document-review resources. The service is not a law firm and does not replace advice from a qualified professional.