



# CHECKLIST FOR WORKING WITH AN AGENCY



## BEFORE YOU SAY YES

- ☐ Is there a clear written agreement or contract?
- ☐ Are project scope, deadlines, and deliverables defined?
- ☐ Are rates, billing terms, and payment timeline documented?
- ☐ Will you have access to the tools and context you need?
- ☐ Do they respect your time and working hours?

## GREEN FLAGS (WHAT GOOD AGENCIES DO)

- ☐ Provide clear onboarding and briefings
- ☐ Set reasonable timelines with aligned expectations
- ☐ Communicate clearly and consistently
- ☐ Treat you like a partner, not just a backup
- ☐ Have structure in place—not chaos disguised as “fast-paced”

## RED FLAGS TO WATCH FOR

- ☐ No contract or documentation of terms
- ☐ “We need this yesterday” with no scope or strategy
- ☐ Disorganized handoffs or unclear decision-makers
- ☐ High turnover among freelancers
- ☐ Last-minute asks without regard for your schedule



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## DURING THE ENGAGEMENT

- ☐ Are they responsive and available for questions?
- ☐ Do they provide timely approvals and feedback?
- ☐ Are revisions and requests within the original scope?
- ☐ Do they communicate changes early—not after a deadline?

## AFTER THE WORK IS DONE

- ☐ Was payment delivered as agreed—on time and in full?
- ☐ Did they close out the project or provide a wrap-up?
- ☐ Would you work with them again based on the experience?
- ☐ Did they treat you like a valued contributor—not just a vendor?