

EMPLOYMENT CONTRACT CHECKLIST

1099 CONTRACTS

- Name of individual or legal entity (LLC/ S-Corp)
- Description of contracted work
- Non-compete language (ideally not included)
- Non-solicitation language (may be included)
- Assignment of billing rights/confidentiality clause
- Termination language
- Language defining 1099 classification
- Cancellation language
- Compensation
- Legal dispute process
- Indemnification language/Miscellaneous



W-2 EMPLOYMENT AGREEMENTS

- Length of agreement and auto-renew language
- Employee responsibilities
- Termination language
- Non-compete language
- Non-solicitation language
- Moonlighting language
- Assignment of billing rights/confidentiality clause
- Indemnification language/Miscellaneous
- Compensation and benefit language

