

Negotiation Points for Project Contract

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Negotiation Points for [Project Name] Contract

Dear [Recipient's Name],

In light of our recent discussions regarding the [Project Name] contract, I would like to outline key negotiation points that we believe warrant further discussion:

1. Scope of Work

- Clearly define the deliverables and timelines.
- Consider including provisions for additional tasks as needed.

2. Payment Terms

- Propose a phased payment structure linked to project milestones.
- Negotiate payment timelines and methods to ensure flexibility.

3. Intellectual Property Rights

- Determine ownership rights for any created materials.
- Discuss license agreements for future use of project outputs.

4. Termination Clause

- Establish conditions under which either party may terminate the contract.
- Address any penalties or obligations upon termination.

5. Confidentiality Provisions

- Discuss the importance of safeguarding proprietary information.
- Propose duration and scope of confidentiality agreements.

I believe addressing these points will help us reach a mutually beneficial agreement. Please let me know a convenient time for us to discuss this further.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]