
The Goal This Negotiation Supports

What Do I Want?

What Do They Want?

[Best Result]



.....

[Best Alternative to a Negotiated Agreement]

Things I Know

Questions I Need to Ask

Project Description

Client

Date

Job Details

_____	_____	_____
Contact	phone	rate
_____	_____	_____
Project Details	email	Due Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
Why I want to do this Project...	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Negotiation Details

Is there a written contract? _____	Non-Compete Clause? _____
Concerns I have about the project... _____	_____
_____	_____
Changes they were willing to make... _____	_____
_____	_____
Changes they were not willing to make... _____	_____
_____	_____

The Results

_____	Was the client good to work with? _____	
Invoice Date	Date Paid	Would it be worth it to work with the client again? _____
_____	_____	_____
Things that worked well... _____	_____	_____
_____	_____	_____
Things to do differently next time... _____	_____	_____
_____	_____	_____