

SOLOPRENEUR POLICIES



Set yourself up for success by establishing policies.
Use this worksheet to jot down yours.

OFFICE HOURS

When Will You Work?

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Monday - Friday | <input type="checkbox"/> 9 am - 5 pm |
| <input type="checkbox"/> Sunday - Thursday | <input type="checkbox"/> 8 am - 12 pm |
| <input type="checkbox"/> Weekends Only | <input type="checkbox"/> 12 pm - 5 pm |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

PAYMENT TERMS

Will You Request a Deposit Up Front?

If so, how much? _____

How will you bill?

When is payment due?

- | | |
|--|---|
| <input type="checkbox"/> Monthly | <input type="checkbox"/> Upfront |
| <input type="checkbox"/> Milestones | <input type="checkbox"/> Within 15 Days |
| <input type="checkbox"/> Upon Completion | <input type="checkbox"/> Within 30 Days |
| <input type="checkbox"/> All Up Front | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Other: _____ | |

CONTRACTS

Will you have your clients sign a contract?

- All Clients New Clients

RATES & FEES

How Will You Charge & What Amount?

- Hourly: _____
- Project-Based: _____
- Daily Rate: _____
- Retainer: _____
- Other: _____

Will you charge additional fees? If so, how much?

- Late Fee: _____
- Rush Fee: _____
- Cancellation Fee: _____
- Referral Fee: _____
- Other: _____

Will you offer discounts? If so, how much?

- Friends & Family: _____
- Nonprofit: _____
- Onsite and/or guaranteed work: _____
- Early Payment: _____
- Other: _____

Want to level up your business even further?

