

## **Outline of a Legally Sufficient Contract**

1. Outline format must be used consistently and correctly (no bullets please);
2. No unnecessary attachments. Every term and condition of the contract must be included on the PSA or on continuing pages that are sequentially numbered from Page 1 of the PSA;
3. A thorough, yet concise description of services explaining in detail - who, what, when, where, why and how services will be provided. Services should be listed in chronological order, avoiding any vague or technical language and/or undefined acronyms;
4. Payment section must indicate a maximum payable amount, itemizing per diem costs, travel expenses, equipment costs, etc.
5. Amendments to a PSA must be completed prior to the existing contract end date, have the original and all prior amendments attached and clearly define the revisions.