

## **RSPA CONTRACT CHECKLIST**

Format: Master Terms and Conditions, Addenda, Statements of Work/Schedules  
Scope of Services: Preference Checked Options  
Included Items: Devices by Serial Numbers  
Excluded Items: Wi-Fi, Rewards/Gifts, Ant-Virus, Firewall, Security  
Hourly Rates: Standard, Off Hours, Holidays  
Remote Access Permission  
On-Site Access Permission  
On-Site Conditions: Work Area, Temperature, Lighting, Electrical  
Contract Effective Date: Receipt of Payment/Date Signed  
Automatic Renewal: Current Rates  
Pass On Costs: Increase Fuel, Parts, Supplies, Licenses  
Non-Cancellable  
Non-Refundable  
Dealer Obligations at Termination/Expiration: Charges  
Technical Support: Hours, Days, Recognized Holidays, Minimum Charges  
Contract Charges: Monthly, Quarterly, Annually  
Additional Charges: Remote, On-Site, Expenses  
Past Due: Any Contract, Suspend, Interest  
Regulatory/Provider/Partner Compliance  
Insurance  
Software Developer/Licensors Support: Role, Charges  
Breach: Role, Expense, Liability  
Contract Liaisons  
Limitations of Liability: Exclusions, Damage Limitation, Third Party Causes, Lost Data, Loss Profits, Indirect Damages, Consequential Damages  
Damages Limited to Amounts Paid  
Exclusion Of Warranties: Fitness, Merchantability, Infringement  
Force Majeure: Causes Beyond Resellers Control, Rain, Wind, Fire, Suppliers  
Exclusive Credit Card Processor  
Non-Solicitation of Employees: Payment One-Year Salary and Benefits  
Confidentiality  
Choice of Law/Jurisdiction  
Mediation-Arbitration-Litigation  
Rights To Products Developed  
Relocation of System  
System Support By Others  
Taxes  
Training  
Password Management  
Contract Assignment  
Title and Ownership  
Personal Guaranty

