

22 POINT INSPECTION

BUSINESS COMPLIANCE CHECKLIST

CONTRACTS

- | | |
|---|--|
| <input type="checkbox"/> Terms and Conditions /
Terms of Service | <input type="checkbox"/> Liability Waivers |
| <input type="checkbox"/> Customer Contracts | <input type="checkbox"/> Vendor Contracts |
| <input type="checkbox"/> Non-Disclosure Agreements | <input type="checkbox"/> Arbitration Agreements |
| <input type="checkbox"/> Employee Confidentiality
Agreements | <input type="checkbox"/> Indemnity Agreements/Clause |
| | <input type="checkbox"/> Shareholder Agreements |

POLICIES

- | | |
|---|---|
| <input type="checkbox"/> Privacy Policies | <input type="checkbox"/> Disclaimers |
| <input type="checkbox"/> Employee Handbook,
completed and signed | <input type="checkbox"/> Insurance Policies, including
choices of counsel and
coverage exemptions |
| <input type="checkbox"/> Refund Policies | <input type="checkbox"/> Cell Phone Policies |

COMPLIANCE

- | | |
|---|---|
| <input type="checkbox"/> Safety & Health Regulations | <input type="checkbox"/> ADA Compliance |
| <input type="checkbox"/> Logos, Slogans, Business
Name | <input type="checkbox"/> Corporate Compliant Blyaws
or Operating Agreement |
| <input type="checkbox"/> Annual Meetings | <input type="checkbox"/> Up-to-date Statement of
Information |
| <input type="checkbox"/> Businss License & Permits | |