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## Meet Nancy Gray



In a diverse legal career that has spanned over three decades, attorney Nancy Gray has represented hundreds of clients in a variety of civil matters, including labor and employment (management/employee); sexual harassment, discrimination, wrongful termination; commercial, contract and business issues.

Among other highlights, Ms. Gray served as Assistant District Attorney in New York, spent seven years with a national law firm working on complex pharmaceutical and medical device cases,

## 4 Tips for Crafting a Solid Business Contract



Whether you are an HR Manager who wants to retain better talent; or you are a job seeker who wants to avoid rancor or unfairness, here are 4 battle-tested tips for crafting a great contract.

### 1. Simple is best.

Many people labor under the delusion that complex contracts "protect better." But the whole point of a contract is to ensure that a work arrangement is understood. If a contract comes larded with complex clauses and overly-legalistic language, stakeholders will get confused, and negotiations will take longer. It takes time and energy to decipher clunky language. Keep the contract simple and to the point. You will improve compliance and engender more trust as well.

and successfully litigated and coordinated cases around the country. She has a unique expertise in matters pertaining to the adulteration of extra virgin olive oil.

Ms. Gray has also lectured and written on a variety of topics, including expert testimony, drug and medical device regulation, sexual harassment, employment practices and child performer issues.

In 1997, she started her own firm, based in Los Angeles.

Having been raised in New York City, Nancy enjoys dramatic, musical and comedy theater as well as pro sports. She is a PADI-certified scuba diver. Among her favorite reading material is Bon Appetit and anything pertaining to criminal behavior and behavioral profiling.

## 2. Write down all the specifics, in detail.

A work contract should include all the fine points of the arrangement. Do not rely on verbal agreements or a handshake to protect you (or your business). It is possible to keep your contract both simple and very detailed. The two concepts are not opposite. Aim for clarity and completeness.

## 3. Define how the working arrangement will end.

Under what circumstances will the contract be terminated? Are there deadlines that must be met? What are the project expectations? Draw clear "lines in the sand" that define the obligations of stakeholders to one another. This will make the contract more enforceable and help with compliance. Include contingency plans to deal with disputes, if/when they arise. Even when it is sunny out, you want a proverbial umbrella handy, just in case.

## 4. Use a trusted employment lawyer to vet the contract and advocate for your interests.

[Connect with attorney Nancy Gray](#) today to find out how to make the business contract process safer, smarter, and more likely to be successfully.

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### ■ 3 Bonus Contract Tips!

1. Identify what state's law will govern the work arrangement or contract.

Different states have different laws. Do you want to mediate disputes first? If so, in what forum? Decide whether to arbitrate or litigate. Arbitration may not be right for you. Understand the pros, cons, rules, and expenses involved. Where will you litigate? Which state's laws will apply under what circumstances?



## 2. Detail payment obligations.

When will you be paid (or pay)? If payments are done in steps, what defines the completion of each step, and when and how will payments be made? Itemize requirements, payment amounts, dates, and stakeholders. Depending on the job and nature of the contract, you may even want to specify how payment is made.

## 3. Identify every party in the contract accurately.

If you do business with a corporation, for instance, identify that party using "LLC" or "LLP" or the appropriate suffix. Do not just put the names of the company's representatives. Again, it all comes back to the concept of clarity. The contract needs to be very clear about who needs to perform what, when, and how.

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## About Gray & Associates P.C.

Attorney Nancy Gray of Gray & Associates, P.C. has more than 30 years of experience providing personalized attention and creative solutions to her clients' legal issues. Whether you need a strong litigator, a labor and employment advocate, or a savvy business law attorney, you can rely on Gray & Associates to provide you with excellent legal representation. Click [here](#) to read more.

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