DOCUMENT 05 // CONTRACT CLAUSE SET

Targeted Contract Language

Calibrated for Dominant / Controller Profile · Alex Morrison

These four clauses address the specific risk patterns identified in this client profile. Each clause includes the legal draft language, the rationale for inclusion, and a suggested script for introducing it without triggering resistance. All language must be reviewed by your legal counsel before use.

1 CHANGE-OF-SCOPE CLAUSE

Any change that modifies the project scope, including but not limited to changes to design concept, materials, specifications, or timeline, shall be documented in a written Change Order signed by both parties. Change Orders are invoiced at [hourly rate] per hour with a minimum of [X] hours, and require advance payment before commencement of any modified work.

WHY THIS PROTECTS YOU	This client interprets control as quality assurance. Without a written change-of-scope clause, scope expansions will be presented as "clarifications" of the original brief. The written Change Order requirement creates a friction point that filters out impulsive requests.
WHEN TO INTRODUCE IT	Present this clause before signing, not after a dispute arises. Frame it as your standard professional process -- not a defense against them specifically.
WHAT TO SAY	*""I include this in every contract -- it protects both of us from scope drift. Every change gets documented and priced before execution. That way there are never any surprises on either side.""*

2 REVISION LIMIT CLAUSE

Each project phase includes a maximum of two (2) revision rounds. A revision round is defined as one comprehensive set of client feedback submitted in writing, followed by one corresponding update by the designer. Third and subsequent revision rounds are invoiced at [rate] per revision round, payable in advance before execution.

WHY THIS PROTECTS YOU	Dominant clients don't change their minds because they're indecisive -- they do it to test how much they can push you. A hard numerical limit signals that you have established professional boundaries. Without it, the implicit assumption is that revisions are unlimited.
WHEN TO INTRODUCE IT	Introduce this during contract review. State the number explicitly -- never say "a few" or "reasonable." Numbers command respect from this profile.
WHAT TO SAY	*""This phase includes exactly two revision rounds. If we need a third, it's billed at [rate] before I start. Clear limits actually speed up decisions -- clients choose faster when they know the revision count is finite.""*

3 COMMUNICATION PROTOCOL CLAUSE

> *All project communication shall be directed to [Designer Name] at [email address]. The Client agrees not to contact contractors, subcontractors, or suppliers directly regarding any aspect of the project. All instructions to contractors shall be issued by the designer only. The Client agrees to respond to all approval requests submitted by the designer within forty-eight (48) hours.*

WHY THIS PROTECTS YOU	This profile will attempt to bypass the designer and communicate directly with contractors. The communication protocol clause makes this behavior a contract violation -- before it occurs. You can't add this clause after the contractor has already received conflicting instructions.
WHEN TO INTRODUCE IT	Mention this at the first meeting -- casually, as a workflow standard. Don't frame it as a rule you're imposing. Frame it as how your team works best.
WHAT TO SAY	*""All communication runs through me -- that's how I keep the project on track and protect your timeline. If anyone bypasses that, I flag it immediately. It's not bureaucracy -- it's how I protect your investment.""*

4 PHASE LOCK CLAUSE

> *Each project phase shall be formally closed by written sign-off from the Client before commencement of the subsequent phase. Requests to revisit or modify decisions made in a signed-off phase shall be treated as new scope under the Change-of-Scope Clause above.*

WHY THIS PROTECTS YOU	Dominant clients make decisions fast -- and then unmake them. A phase lock clause creates an immovable record of what was decided and approved. Without it, the client may attempt to reopen the concept phase during construction documentation, claiming the original direction was never 'properly finalized.'
WHEN TO INTRODUCE IT	Present this as a project management tool, not a legal trap. Explain that it protects their investment as much as yours.
WHAT TO SAY	*""Before we move to the next phase, I always get a written sign-off on what we've completed. It keeps the project clean and means we're always aligned before we spend another dollar.""*

IMPORTANT: All contract language provided by PreForma is draft guidance only -- not legal advice. PreForma is not a law firm. All clauses must be reviewed and approved by a licensed attorney in your jurisdiction before incorporation into any binding client agreement.