Partnership decision worksheet

Use the proposed agreement. Mark each decision agreed, open or a blocker.
Record a clause and the person who will resolve any open question.

Creator / project	Partner	Proposal version / date

01 The product and its boundaries

What is being made, for whom, and what must happen before the full build begins?

Decision	Agreement clause	Follow-up owner and due date
Choose...		

Answer or open question

02 Funding and cost recovery

Who pays each bill, who can authorize it, and what happens if nothing sells?

Decision	Agreement clause	Follow-up owner and due date
Choose...		

Answer or open question

03 Work and approvals

Who teaches, launches, approves changes and supports buyers after launch?

Decision	Agreement clause	Follow-up owner and due date
Choose...		

Answer or open question

04 Rights and access

Which files, permissions and accounts can each party use during the project and afterward?

Decision	Agreement clause	Follow-up owner and due date
Choose...		

Answer or open question

The calculation and the handover

Use one reporting period to test the calculation, then assign the next decision.

05 The payout calculation

Which sales count and in what order do refunds, fees and approved expenses come out?

Decision | **Agreement clause** | **Follow-up owner and due date**

Choose...

Answer or open question

06 Statements and settlement

How can both parties check the figures, correct an error and confirm payment?

Decision | **Agreement clause** | **Follow-up owner and due date**

Choose...

Answer or open question

07 Exit and existing customers

When can the project end, and who will meet obligations to people who already bought?

Decision | **Agreement clause** | **Follow-up owner and due date**

Choose...

Answer or open question

Reconstruct one payout

Use the sales and deductions the proposed agreement actually covers.

Receipts | **Deductions** | **Amount to allocate** | **Creator allocation**

Creator payout | **Later adjustment / reason**

Next decision

Record your decision, who takes the next step and when you will revisit it.

Choose...