



## Checklist 14: Negotiations For Prices And Work Turnaround

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Yes No

*Negotiations for prices and fees as well as work turnarounds from outsourced employees or freelancers can be a confusing task, especially if you are unaware of the negotiation culture of a particular society or if you do not know how to negotiate in general. This checklist takes you through the different things you need to make sure of when negotiating.*

### For Prices

- 1 Conduct a comprehensive and careful discern of the entire market or market segment within which you are negotiating a price and determine the average cost/wage that a worker or employee will demand a particular project
- 2 Carefully your budget and financial constraints, define the lowest you are willing to go and the highest you are willing to pay
- 3 Consider the bid of the freelancer, employee, or outsourcer carefully to understand whether they are careful, responsible and serious about a particular project
- 4 Before you begin negotiations, tell them you are serious and inform them or whether or not you are willing to listen to offers that are radically different from yours
- 5 Negotiate will an explicit valuation or the product, service, or individual in question, so you are closest to developing an ideal price on which you are willing to bid for the said outsourcer
- 6 Do not become irrational with your dealings or pricing

*Notes*

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### For Work Turnaround

- 7 Conduct a comprehensive and careful discern of the entire market or market segment within which you are negotiating a price and determine the average work turnaround\ that a worker or employee will demand a particular project
- 8 Review your work requirements and the minimum and maximum work turnaround you will need from a potential outsourcer
- 9 Determine what the skills and experience of the worker or freelancer in question are and make an informed judgement about their capacity to deliver
- 10 Inform the negotiator in the question of the minimum requirements that you have regarding work turnaround and establish ground rules regarding the negotiation process
- 11 Make sure to not be extremely rigid in your negotiations and succumb to the demands of the individual on the other end of the requirements that you had regarding the project were allayed.
- 12 Do not become irrational, angry, or otherwise emotional In your dealings regarding price and work turnaround.

*Notes*