



5 Prevention Tips

Nothing can completely prevent an unhappy client from suing you, but here are five things you can do to minimize your risks:

- 1.** Document and make sure you keep copies of all final client communications, including designs and plans.
- 2.** Avoid giving informal advice to your colleagues, clients and friends—you never know when it might be misused or misinterpreted.
- 3.** Make sure you clearly communicate who owns copyright and trademarks on project work and what the future uses of the work will entail.
- 4.** Ensure that all team members, independent contractors, and vendors are bonded, licensed and insured.
- 5.** Keep up to date on the latest technology, including rules and regulations regarding them.