

## Contingency Checklist\*

Action	✓
<ul style="list-style-type: none"> <li>● <b>Examine your legal responsibilities with a fellow lawyer:</b> Get their help to interpret employment contracts, leases, contracts of supply, insurance policies, and give advice on your legal options.</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Identify all current payments which can be delayed:</b> Talk to suppliers about deferring payment of invoices temporarily until your practice recommences.</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Meet with your bank to discuss restructuring any business or personal loans.</b> Check if they are willing to delay loan repayments, mortgage payments and the like until your practice is up and running again.</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Contact your regular suppliers to advice on your situation:</b> If possible give them an approximate date when you will resume business. If necessary, work out alternative arrangements.</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Contact your leasing/finance company:</b> Discuss alternate payment arrangements.</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Communicate with the landlord:</b> Temporarily defer rental payments while arranging to catch up with rent once your practice resumes.</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Contact your clients to advice on your situation:</b> Give them an approximate date when you will resume business. If necessary, work out alternative arrangements</li> </ul>	

\*Extracted from Setting Up Practice (2014)