LoftyBiz Two-Page Partner Agreement

Page one: a decision rule with actual amounts and who leads which area. Page two: four check-in questions and a booked first date. Both partners sign both pages.

Example figures. General education, not financial, legal or tax advice. Results vary. These are examples, not promises.

Page 1. How we decide

Write actual amounts, not a vague rule about “big decisions”. In your own area, you lead. Across areas, you ask.

Band	Who decides	How it is recorded
Either partner can decide alone, up to this amount		Mention it at the weekly catch-up
A quick yes from both, between this amount and this amount		Text or a short note is enough
A sit-down: over this amount, anything that adds staff, or anything that changes what you sell		Both names on the decision note

Who leads which area

Area	Who leads	Notes

Example only, from the video (Kofi and Saoirse, Flagstaff bike shop). Under $2,000: either partner. $2,000–$10,000: a quick yes from both. Over $10,000, new staff, or a new line: a sit-down. Kofi leads workshop tools and repair methods. Saoirse leads prices and the booking system.

Page 2. Monthly check-in

Same four questions every time. You can disagree with an answer, but you have to hear it. Limit it to the last month, plus one older thing at most.

#	Question	This month’s notes
1	What's going well that we should protect?	
2	What's bothering you that you haven't said yet?	
3	Is the workload fair right now, honestly?	
4	What's one decision we need to make together before next month?	

First check-in date	Time	Place (away from the usual work area)	Phones
	90 minutes		Face down

Example only, from the video (Yusra and Callum, Missoula landscaping). First Tuesday of each month, 90 minutes, away from the yard, phones face down.

Signatures

	Partner 1	Partner 2
Name		
Signature		
Date		

Put both pages into Systex so both of you can see the rule, the owner and the review date. You can find Systex at loftybiz.net. Click the link in the description.

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