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Instructions to use this template:

- Go to File —> Make a Copy to save a version of this template for yourself
- Read through the notes on how to set-up an effective barter
- Brainstorm 1 on the table below: what would you want to give? Receive?
- Brainstorm 2: Once you have a friend to barter with, fill out the table with that person (you can even share this document directly by clicking the blue "Share" button in the upper right-hand corner)

How to Set-up an Effective Barter

- **Identify what you want to give and receive**: your barterable skills, and services you would be interested in.
- Find a relationship where you both want skills the other has. Brainstorm top barter candidates.
- Determine what equivalent value looks like in regard to each person's services. What is the rate and time needed for delivery? For example, Inna clarified the specifics of her barter with the career coach as follows: he charged \$150/hour and agreed to 20 weekly one-hour sessions, in exchange for one of her commissioned art pieces that takes approximately 20 hours per painting, at a typical sale price of \$3,000.
- **Determine the length of the engagement.** Is it one-for-one—for example, one personal training session in exchange for one hour of legal advice—or will it be a more involved arrangement over time? Make sure you set clear deadlines for when you would like the barter to be complete, and what marks its completion on both sides.
- **Agree on an "out" clause.** What will you do if one of you needs to back out? We all have unpredictable events occur in our lives that may change our ability to deliver the barter agreement, particularly when the barter will not be bringing in added income; be clear on what you will each do to complete a partially-met agreement in this scenario.



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Brainstorm 1: What's Barterable?

GIVE Skills or services you could use in a barter	RECEIVE Skills or services most helpful to you

Brainstorm 2: Specific Barter Set-up

	Person 1: You	Person 2: {Name}
Skill to Trade		
Value (Cost or Hours)		
Deliver-by date		
Out clause/s		
Other notes on what would work best for each person?		