

## Prepare

- Research market rates for similar work to be done.
- Understand the scope of the project and the value that FSEs bring.



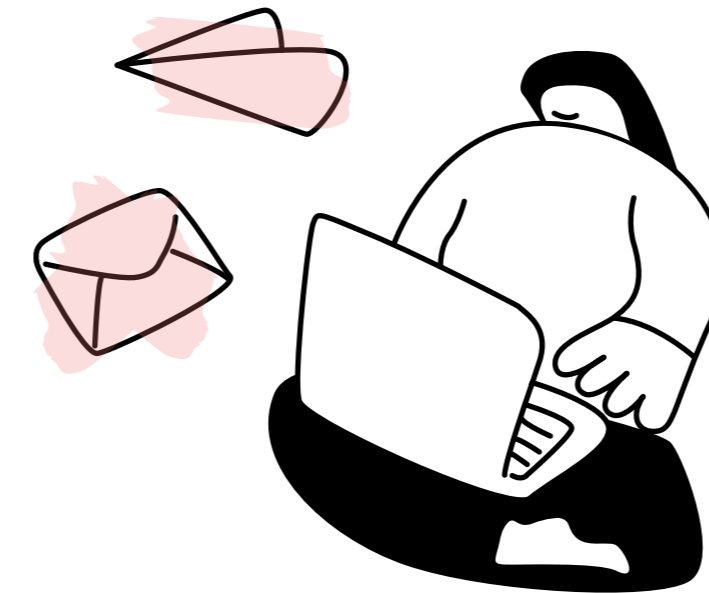
## Be flexible

- Be open to negotiation; some terms may be more flexible than others.
- Find compromises that can satisfy both parties without compromising the project's integrity.



## Ensure clarity

- Articulate the terms, scope, and expectations of the project.
- Discuss timelines, deliverables, and any potential obstacles.



## Follow-up

- Send a summary email after discussions to confirm details.
- Offer to clarify any points and answer any further questions.

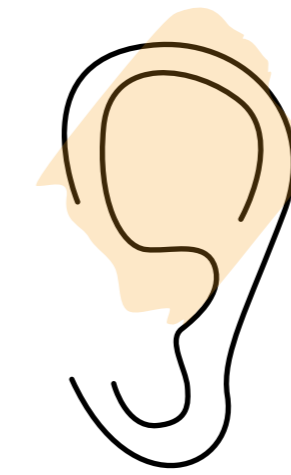


## Build rapport

- Start with a conversation about mutual goals and interests.
- Show appreciation for the work and expertise done by your engaged FSE.

## Listen

- Encourage FSEs to share their expectations and concerns.
- Address their points with understanding and aim to find common ground.



## Always document

- Keep a record of agreed-upon terms.
- Confirm that both parties have a mutual understanding of the agreement.

