

The logo for AIA SFxPA, featuring the text "AIA SFxPA" in white on a red speech bubble background.

AIA SFxPA

**2<sup>nd</sup>-on-2<sup>nd</sup>** SMALL FIRM FORUM

# **FEBRUARY 2026 CALL SUMMARY**

2.10.2026 Presentation/Discussion

Facilitated by:

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## KEY TAKEAWAYS – SMALL FIRM SAFETY NET: CONTRACTS, LIENS, AND GETTING PAID

✓ [Link to the event recording](#) | Passcode: KR3r4!sk

✓ 5 Rules for all Small Firms

1. Try to Pick your Clients and Your Projects
2. Do what you know, OR Hire someone who does
3. Use a Written Contract that you and your customer understand
4. Once you've Begun
  1. Appropriately Communicate
  2. Document Communications
5. Act like your Contract Matters | Stop working if not paid

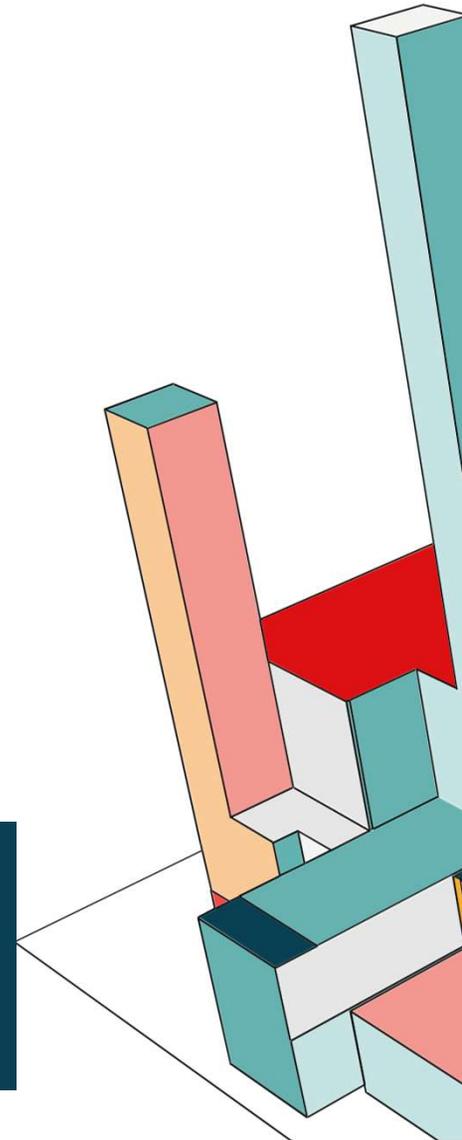
### Upcoming Small Firm Forums :

**SAVE THE DATE:**

April 14<sup>th</sup> | The Efficiency Stack: Practice Management Hacks

June 9<sup>th</sup> | Building Science & Client Education

**Learn more** and register!



# CONNECT WITH AIA PENNSYLVANIA SMALL FIRM FORUM

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Our website:  
<https://aiapa.org/committee/small-firm-exchange/>

Get on our mailing list:  
Email Susan Frear  
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REGISTER FOR APRIL FORUM  
[The Efficiency Stack: Practice Management Hacks](#)

