# [Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

## Contract Review Checklist

A clause-by-clause checklist for reviewing a contract before signing. General guidance only, not legal advice.

**Contract:** [Title of the contract] **Parties:** [Full legal name of Party A] and [Full legal name of Party B] **Date:** [Date of the contract]

Tick each item, then record the result. Note anything unclear, missing or not agreed below; if unsure about any term, seek independent advice before signing.

| Tick | Item to check | Result / Notes |
|---|---|---|
| ☐ | **1. Parties and details:** Full legal names stated correctly, matching [the names on the official records or identification checked]. | |
| ☐ | Each party's address and contact details stated correctly. | |
| ☐ | Signatory for each party named; authority to sign clear. | |
| ☐ | Contract date and effective date stated. | |
| ☐ | Schedules, annexes and attachments listed and attached. | |
| ☐ | **2. Term and renewal:** Start and end dates, or term length, stated. | |
| ☐ | Renewal, extension or rollover described, with how and when. | |
| ☐ | Notice period to prevent renewal stated; noted in [the diary or calendar used for deadlines]. | |
| ☐ | Conditions before the contract starts stated. | |
| ☐ | **3. Scope and obligations:** Goods, services or work described clearly enough to check on delivery. | |
| ☐ | Each party's obligations and deadlines stated. | |
| ☐ | Standard, quality or service level stated, with how measured. | |
| ☐ | Anything expressly excluded from scope stated. | |
| ☐ | **4. Fees and payment:** All fees, charges and extra costs stated, with amounts or calculation method. | |
| ☐ | Currency of payment stated. | |
| ☐ | Payment dates, invoicing requirements and methods stated. | |
| ☐ | Late-payment charge, price change or review mechanism described. | |
| ☐ | Deposit, advance payment or refund arrangement described. | |
| ☐ | **5. Liability and indemnity:** Any limit on liability stated and understood. | |
| ☐ | Any exclusion of liability stated and what it covers understood. | |
| ☐ | Any indemnity (duty to compensate for a loss) described, with what it covers. | |
| ☐ | Insurance the parties must hold stated. | |
| ☐ | **6. Intellectual property:** Ownership of IP created under the contract stated. | |
| ☐ | Licence to use existing IP described, with scope and duration. | |
| ☐ | Restrictions on use of the other party's name, logo or materials stated. | |
| ☐ | **7. Confidentiality:** Duty to keep information confidential stated, with what it covers. | |
| ☐ | Duration of the confidentiality duty stated. | |
| ☐ | Exceptions to the confidentiality duty described. | |
| ☐ | **8. Termination:** Circumstances for ending the contract early stated. | |
| ☐ | Notice period for ending the contract stated. | |
| ☐ | Right to end for breach described, with any chance to remedy first. | |
| ☐ | Consequences of termination stated: fees paid, work in progress. | |
| ☐ | **9. Dispute resolution:** Dispute process described, incl. negotiation, mediation or arbitration. | |
| ☐ | Place and language of any dispute process stated. | |
| ☐ | Duty to keep performing during a dispute stated. | |
| ☐ | **10. Governing law:** Governing law stated. | |
| ☐ | Courts or forum with jurisdiction stated. | |
| ☐ | Any term referring to a law, rule or standard checked against [the source used to check it]. | |
| ☐ | **11. Signatures and final checks:** Every page, schedule and annex read, including small print. | |
| ☐ | Blank spaces completed or marked not applicable. | |
| ☐ | Names, dates and amounts match the agreement reached. | |
| ☐ | Each party signs the same version; each keeps a signed copy. | |
| ☐ | Changes agreed in negotiation included in the final version. | |

**Notes:** [Note any item that is unclear, missing, or not agreed, and the action needed before signing.]

**Reviewed by** [Full name of reviewer] | [Job title or role of reviewer] | **Date** [Date of review] | **Signature** [Signature of reviewer]

**Decision:** [Decision: proceed to sign / proceed with changes / do not sign] | **Changes required:** [Changes required before signing, or write none]