[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]