Ashford Business Services Ltd

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 as agreed at the meeting. **Parties:** Sarah Mitchell and Sarah Mitchell **Date:** 9 November 2026

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

Notes: Note any item that is unclear, missing, or not agreed, and the action needed before signing. as agreed at the meeting.

Reviewed by Sarah Mitchell | Office Manager | **Date** 9 November 2027 | **Signature** Sarah Mitchell

Decision: Decision: proceed to sign / proceed with changes / do not sign as agreed at the meeting. | **Changes required:** Changes required before signing, or write none