

CONTRACT REVIEW CHECKLIST

Contract Name: _____

Checklist Sections: _____

1. Parties and Contact Information

Verify full legal names, addresses, and contact information for all parties involved.

2. Contract Purpose and Scope

Ensure the contract clearly states the purpose and scope of the agreement.

3. Terms and Conditions

Confirm all essential terms, including obligations, rights, and responsibilities, are specified.

4. Payment Terms

Review pricing, payment schedule, currency, and method of payment.

5. Delivery and Performance

Check delivery dates, performance milestones, and conditions for acceptance.

6. Warranties and Representations

Identify any warranties, representations, or guarantees provided by the parties.

7. Liability and Indemnification

Clarify limits of liability, indemnification clauses, and related provisions.

8. Confidentiality and Non-Disclosure

Confirm confidentiality obligations and terms of information protection.

9. Term and Termination

Verify contract duration, renewal terms, and grounds for termination.

10. Dispute Resolution

Check arbitration, mediation, jurisdiction, and venue clauses.

11. Governing Law

Ensure the contract states which jurisdiction's laws govern the agreement.

12. Intellectual Property

Review ownership and rights related to intellectual property.

13. Compliance with Laws

Confirm obligations to comply with applicable laws and regulations.

14. Force Majeure

Assess clauses addressing unforeseen events and their impact.

15. Amendments and Modifications

Check how changes to the agreement must be made and documented.

16. Notices

Review how notices must be given and to whom.

17. Entire Agreement

Confirm that the contract represents the entire understanding between parties.

18. Signatures and Execution

Verify execution process, including signatures and counterpart provisions.

19. Attachments and Schedules

Ensure all referenced attachments and schedules are included and accurate.

20. Additional Provisions

Check for any other clauses specific to the nature of the agreement.

REVIEWER'S NAME	REVIEW DATE	REVIEWER'S SIGNATURE
Name: _____	Date: _____	Signature: _____

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