



Summize

Guide

Contract Checklist

This is Summize's guide to creating your own contract checklist to help with reviews and auditing.



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What should be in my contract review checklist?

Contracts can vary significantly depending on the type of agreement. But there are some common elements that every contract should include.

Here's a quick rundown of some of the key points to include in your contract review checklist.

Checklist

- ✓ Does the contract accurately describe the negotiated agreement?
- ✓ Are the parties involved properly identified?
- ✓ Is the duration of the contract clear, including any expiration dates and break clauses?
- ✓ What are the payment terms and triggers? What are the payment dates and are they accurate?
- ✓ Are both parties' obligations accurately described?
- ✓ Are there terms in place for the termination and renewal of the contract?
- ✓ Is there an agreed mechanism in place for the resolution of any disputes?
- ✓ Are there any terms that could be open to interpretation?

This list is far from exhaustive, but it does provide a few good places to start with a contract review, even if you're a legal expert.

Seamless integration

At Summize, we think technology should work alongside you. That's why we fit with...



This technology solution is a game-changer for contracts.

Dan Fox, Founder & CEO



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