

REQUEST FOR CONTRACT REVIEW OR PREPARATION

The party requesting the review or preparation of a contract must complete this entire form, attach all relevant documents and submit them to [CONTACT INFORMATION]. Please refer to the [COMPANY]'s Contract Policy for detailed information on contract review and preparation. **Complete contract submissions are reviewed or prepared within the time frame set forth in the Contract Policy. If expedited review is requested please specify the date the contract is needed by and the business reason for the rush request.**

Please note: The Legal Department reviews and approves the legal terms of the contract. The requesting party is responsible for the review and approval of the business terms and for obtaining all necessary business approvals before submitting to Legal. Business terms include, but are not limited to, services to be provided, goods to be purchased or sold, fees, payment terms and deliverables.

The Legal Department is available for advice regarding negotiating, interpreting or understanding contract terms. Please contact [CONTACT INFORMATION] with any questions.

I. Internal Information	
Type of Request: <input type="checkbox"/> Contract Review <input type="checkbox"/> Contract Preparation	Date of Request:
Name and Title (person making request):	Entity/Department/Business Unit:
Office Telephone Number:	Email:

II. Contract Counterparty Information
Contract Type: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment <i>(If a renewal or amendment, please attach original contract.)</i>
Counterparty Legal Name:
Does the counterparty do business under any other name (DBA name)? <input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> Don't know.
If yes, what name(s)?
Has [COMPANY] contracted with this counterparty before? <input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> Unknown. If yes, when? What is the relationship?
Is there a confidentiality or other preliminary agreement in place with the counterparty (for example, a letter of intent (LOI) or a memorandum of understanding (MOU))? <input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> Unknown. <i>(If yes, please attach a copy.)</i>

III. Summary of Contract Terms (if Contract Preparation Request)	
Contract Effective Date:	Contract Termination Date:
Description of [COMPANY]'s obligations under the contract (including amounts and dates of any monetary payments by [COMPANY], types and dates of deliverables, location of performance, any product warranty, security or performance guarantee, and other key terms):	
Description of the counterparty's obligations under the contract (including amounts and dates of any monetary payments to [COMPANY], types and dates of deliverables, location of performance, any product warranty, security or performance guarantee, and other key terms):	
Total Dollar Value of Contract (\$):	

What are [COMPANY]'s termination rights?	
What are the counterparty's termination rights?	
Will either party be sharing any confidential information or intellectual property? <input type="checkbox"/> Yes. <input type="checkbox"/> No.	
If yes, please explain:	

IV. Additional Comments and Information	
Please add any additional comments, information or concerns that may be helpful for the review or preparation of the contract (for example, relative bargaining power, strategic importance of the contract, etc.):	
<i>(Please review each item and check to confirm.)</i>	
<input type="checkbox"/>	All documents referenced in the contract are attached in Word or PDF format (including exhibits, hyperlinked documents, original contract, online terms and conditions, etc.).
<input type="checkbox"/>	All supporting documents are attached in Word or PDF format, as applicable (for example, request for proposal (RFP), scope of work and consultant justification, etc.).
<input type="checkbox"/>	There are no additional oral explanations or promises that are not included in the contract.

V. Authorization and Signatures	
This contract will be signed internally by (insert Company signatory's name):	
<i>(Please review each item and check to confirm.)</i>	
<input type="checkbox"/>	The requesting party has reviewed and approved the business terms of the attached contract or the requested terms described in this form.
<input type="checkbox"/>	The requesting party has received all necessary business approval for this contract. List all business approvals received:
Requesting Person's Signature:	Date:

For Legal Department Use Only	
Received by:	
Date Received:	Date Returned to Requestor: