PRE-SIGNATURE REVIEW

Contract review brief

Agree which draft and supporting documents are in scope. Use the evidence sheet to hand off findings and decisions.

Review scope

MATTER AND PARTIES

SIDE REPRESENTED

REVIEW OWNER

DECISION DEADLINE

GOVERNING LAW IN DRAFT

WHOLE AGREEMENT OR CHANGES ONLY

COMPARISON BASELINE

PLAYBOOK OR INSTRUCTIONS AND VERSION

Documents to compare

DOCUMENT ROLE	FILENAME AND VERSION	MISSING PART, CONFLICT OR OWNER
Agreement		
Schedules / orders		
Amendments / exhibits		

AGREED POSITIONS, EXCLUSIONS AND OPEN SCOPE QUESTIONS

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CONTRACT REVIEW BRIEF

Evidence and decision

Complete one sheet per material finding. Record the exact language, route the decision, and verify the final copy.

Finding

ISSUE AND RULE ID

RESULT OR DECISION STATUS

SOURCE FILE AND VERSION

CLAUSE AND PAGE

EXACT WORDING AND RELATED PROVISION

IMPACT, MISSING FACTS AND REQUESTED ACTION

Decision and signature check

APPROVER AND DATE

ACTION OWNER AND DEADLINE

APPROVAL CONDITIONS AND FINAL SIGNED-COPY CHECK

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CONTRACT REVIEW BRIEF

Worked example & license

Fictional example of a missing schedule in a supplier contract.

RECORD THE GAP

The order form refers to Support Schedule v2. The review folder contains v1. Quote the order-form reference and record the missing version in the document inventory.

ASSIGN THE DECISION

Ask procurement to obtain v2. Keep the support commitment open until the correct schedule has been read. Record the version reviewed and any resulting signature condition.

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