CONTRACT SIGN OFF SHEET

Name of the Vendor	*<Please mention the vendor name>*
Vendor Contact Person	*<Please mention the name of the Vendor contact person>*
Scope of Services	*<Please mention in brief what is the scope of services>*
RBL Template used (Yes /No)	*<If no please specify the reasons>*
Changes to Standard Template (Yes/No)	*<If yes please specify the reasons>*
Term and Termination Notice Period	*<Mention the Term of the contract>* *<Mention the Notice period for termination>*
Commercials	*<Total value of the contract for the contract period>*
Indemnity and Liability	*<Is Indemnity and Liability covered, if yes what is the amount>*
Confidentiality and Data Protection	*<Is Confidentiality and Data Protection covered>*
Exceptions and Approver details	*<Any exceptions taken>*
Date of Execution	*<Date of execution of the contract>*
Date of Franking	*<Date of franking the document>*

Technology	Procurement	Legal (If required)	Tax (If required)
<Name of signatory>	<Name of signatory>	<Name of signatory>	<Name of signatory>
Date :	Date :	Date :	Date :