COMPREHENSIVE CONTRACT EDITING GUIDELINES

WHEREAS, the parties desire to establish clear requirements for contract modifications; and WHEREAS, standardization improves legal compliance and reduces disputes;

# 1. CRITICAL REQUIREMENTS

1.1 The service provider must obtain professional liability insurance of at least $1,000,000. This requirement is mandatory for all professional service contracts.

1.2 All intellectual property created during the engagement shall be owned by the Client. This ensures proper ownership of work products.

1.3 The contractor is required to maintain all records for a minimum of seven years. Record retention supports audit and compliance requirements.

# 2. PERFORMANCE STANDARDS

2.1 All deliverables must be completed according to the project timeline. Timely completion is essential for project success.

2.2 The service provider shall provide monthly status reports. Regular reporting ensures transparency and accountability.

2.3 Quality assurance testing is required for all software deliverables. Testing ensures deliverables meet functional requirements.

# 3. RESTRICTIONS AND PROHIBITIONS

3.1 Disclosure of confidential information is prohibited except as specifically authorized. Confidentiality protection is critical for business operations.

3.2 The contractor must not engage in any activities that create a conflict of interest. Avoiding conflicts maintains professional integrity.

3.3 Subcontracting of core services is not permitted without written consent. Direct performance ensures quality and accountability.