|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Contract Review Checklist** | | | | FR-SAL2  Version 3.00 |
| Venue **:** | | | | Date: | Time: | |
| Project/Group **:** | | | | | **Ref. No.:** | |
| Contract Details : | | | | | | |
| Reviewed by : | | |  | | | |
| (Please indicate Yes/No against each point) | | | | | | |
| **1** | **The name and address of both companies to be mentioned properly** | | | | | **Yes/No** |
| **2** | **The responsibilities/obligations of both companies to be stated clearly as per the context in hand** | | | | | **Yes/No** |
| **3** | **The pricing details/rates, invoicing and payment terms to be mentioned as per agreed terms** | | | | | **Yes/No** |
| **4** | **The pricing details to clearly state the inclusion/exclusion of applicable taxes** | | | | | **Yes/No** |
| **5** | **The term and termination clause should be as per agreed terms and guidelines with reasonable notice period for termination** | | | | | **Yes/No** |
| **6** | **Confidentiality and IP rights of Integra and customer to be mentioned/protected** | | | | | **Yes/No** |
| **7** | **Indemnification clause to be mentioned appropriately** | | | | | **Yes/No** |
| **8** | **Any specific insurance clause to be cross verified with concerned officials if mentioned** | | | | | **Yes/No** |
| **9** | **Liability limitations to be clearly mentioned** | | | | | **Yes/No** |
| **10** | **Non-Solicitation clause to be mentioned/required** | | | | | **Yes/No** |
| **11** | **Proper contact details should be mentioned in the Notice clause** | | | | | **Yes/No** |
| **12** | **Force Majeure clause to be mentioned** | | | | | **Yes/No** |
| **13** | **Dispute resolution/arbitration clause to be as per agreeable terms** | | | | | **Yes/No** |
| **14** | **Each clause to be thoroughly checked to see it hampers/compromises Integra’s interests and its business** | | | | | **Yes/No** |
| **Any other specific issue to be mentioned :** | | | | | | |
| **Prepared by:** | | | | **Approved by:** | | |