Customer contract (not material)

Review checklist

Use when the Company or a Group Company is providing goods and/or services to a third party and the amount of revenue the Company or a Group Company is earning revenue from this contract is not 'material' or significant.

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| **Item** | **Question** | **Guidance notes** | **Answer** |
| **General provisions** | | | |
|  | **Short form name** | *Use a concise, descriptive "short form name" for this document. The short form name should clearly identify the document type (e.g., Service Agreement, Purchase Agreement, License Agreement, etc.)* |  |
|  | **Data room number** | *What is the data room number of this document? If there is no data room number, then insert "Not applicable".* |  |
|  | **Parties** | *For each party (an “entity”), identify:*   * *full legal name* * *entity type (organisation or person)* * *registered address* * *company/organisation number (if applicable)* * *whether the entity is acting alone or as a trustee* * *if the entity is acting as a trustee, identify the trust name and number (if applicable)* |  |
|  | **Document date** | *Identify the agreement date or date the agreement was entered into. If no date is provided in the agreement, insert 'Undated'. Look for dates in various locations within the document, including the header, footer, and signature blocks. Enter dates in a consistent format (e.g. DD/MM/YYYY or MM/DD/YYYY).* |  |
| **Commercial details** | | | |
|  | **Goods and/or services being provided or sold** | *Based on the information provided in this customer contract, provide a detailed description of the specific goods and/or services that the company is obligated to deliver or provide to the customer.*  *In your response:*   1. *Itemise each distinct good or service separately* 2. *For goods, specify key details such as product name, model number, quantity, specifications, etc.* 3. *For services, clarify the nature and scope of the services, deliverables, timeline, and any relevant performance standards or metrics* 4. *Use the exact terminology from the contract to describe the goods/services* 5. *Quote the relevant excerpts from the contract that spell out what is being provided* |  |
| **Miscellaneous** | | | |
|  | **Governing law** | *What is the governing law of the document?* |  |
|  | **Other onerous or unusual provisions** | *Identify any provisions in this document that could be considered unusually onerous, burdensome or unfavorable to one party, or that deviate significantly from standard practices.*  *For each such provision:*   1. *State what party(s) the provision applies to;* 2. *Briefly summarise the key aspects that make it onerous or unusual;* 3. *Quote the relevant excerpt from the document.* |  |