

ILLUSTRATIVE CONTRACT REVIEW FORM

**This contract form must be completed by BOTH the Project Manager and the CEO.
A copy to be passed to the Finance Manager for monitoring contract compliance.**

BACKGROUND DATA

1.1	Client name:			
1.2	Job number:			
1.3	Value of project:			
1.4	Duration of project:			[period]
1.5	What % contribution to overheads does the project include (minimum [x]%)			[x]%
1.6	Is the contract in the proper name of the charity?	Yes	No	
1.7	Anything unusual in the risk profile of this job	Yes	No	If yes, describe below

COMPLIANCE WITH THE CHARITY'S SERVICE DELIVERY MODEL

2	Does the bid/contract sit within the charity's service model and if not, explain its strategic fit	Yes	No	If no, describe below
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LEGAL

3.1	Is there a “No Consequential loss provision”?	Yes	No	Contract ref:
3.2	Are there any unusual liability clauses?	Yes	No	Contract ref:
3.3	“No subcontracting” clause?	Yes	No	Contract ref:
3.4	“Entire agreement” clause?	Yes	No	Contract ref:
3.5	Is there a dispute resolution/arbitration clause?	Yes	No	Contract ref:
3.6	Is the “Rights of Third Parties Act” excluded?	Yes	No	Contract ref:

FINANCIAL

4.1	Payment terms	[x] Days	Contract ref:	
4.2	Handling of disputed charges	Yes	No	Contract ref:
4.3	Payment retention or penalty/liquidated damages for late delivery of reports etc?	Yes	No	Contract ref:
4.4	Insurance cover required			
4.4.1	▪ Employers liability	[amount]	Contract ref:	
4.4.2	▪ Third party	[amount]	Contract ref:	
4.4.3	▪ Vehicles, if applicable to the project	[amount]	Contract ref:	
4.4.4	▪ Professional indemnity (cover £ [x] m)	[amount]	Contract ref:	

SIGNATURES

Name:		Signature:	Date:
Title	Project Manager		
Name		Signature:	Date:
Title	CEO		