# Contract Review Checklist

Contracts Should Include

Acceptance Criteria

Assumptions

Change management/acceptance process

Communication requirements

Communication tools

Contract management processes – including personnel responsibilities

Delivery location

Delivery terms (Who pays for shipping)

Interrelationships/dependencies

Payment terms and procedures

Pricing

Process Standards

Project/contract glossary

Referenced documents (if applicable)

Requirements and business rationale

Responsibilities – vendor and customer

Reward and penalty clauses

Staffing requirements – initial and “downstream” (i.e testing)

Testing processes

Timeframes

Tools, resources required

Training needs

Validation criteria/metrics

Warranty information

Work location, standards and customs