

CONTRACT REVIEW & SIGN-OFF CHECKLIST

Every department below must review and sign off the sections of the contract relevant to their function before the contract is passed to the MD for signature. Where a department has no relevant sections, tick N/A rather than leaving the row blank.

Contract title	Balfour Beatty – Contract Renewal
Contract value / est. annual spend	
Contract term	
Sales / account lead	
Date circulated for sign-off	

Department Sign-Off

Department	Relevant contract sections	Reviewed by (name)	Signature	Date	N/A
Commercial	Supply of Services; Ordering the Services; Charges & Volume Related Discounts; Benchmarking & Continuous Improvement; Promotional Marketing Communications; Account Management	Chris Gill			
Operations	Performance of the Services; Service Levels; Equipment List; Risk and Title to Equipment	Luke S/ Chris G			
Finance	Charges; Invoicing and Payment; Costs; Limitations of Liability	Fabian S/ Ebby			
Legal / Compliance	Interpretation; Term; Compliance with Law and Regulation; Confidentiality; Indemnities; Termination; Force Majeure; Governance, Fraud and Conflicts of Interest; Notices; Entire Agreement; Amendments; Governing Law and Jurisdiction; Anti- Bribery and Modern Slavery Compliance	Fabian S			
HR	Employment Liabilities; Non-Solicitation	Gareth M			

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Department	Relevant contract sections	Reviewed by (name)	Signature	Date	N/A
IT / Data Security	Data Protection; Counterparty Data and Data Security; Intellectual Property	Mark C			
Health & Safety / Quality	Compliance with Law and Regulation; Supplier Warranties & Other Requirements; Reporting	Paul L			

Final Approval

To be completed once all applicable departments above have signed off. The MD should not sign the contract until this section is complete.

Role	Name	Signature	Date	Confirmed
Sales and Marketing Director				
Managing Director (final signature)				

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