

Contract & Agreements

Due Diligence Checklist

1. Document Information

Document Title	Sample Contract & Agreements
Date	_____
Parties Involved	Party A: _____ Party B: _____
Effective Date	_____

2. Summary of Agreements

Agreement Type	Description	Status	Expiration Date
Sales Contract	Agreement for supply of goods	Active	_____
Lease Agreement	Office premises rental	Under Review	_____
Service Agreement	IT support services	Active	_____

3. Checklist Items

1. List of all material contracts and agreements.
2. Copies of signed and executed contracts.
3. Amendments, addenda, or side letters related to each contract.
4. Termination or renewal terms and notices required.
5. Change of control provisions noted.
6. Assignment clauses and restrictions if any.
7. Summary of outstanding obligations and liabilities.
8. Any current or past contract disputes or pending litigation.
9. Confidentiality and non-competition agreements.

4. Signature & Confirmation

Reviewed By	_____
Date	_____
Comments	_____ _____

Important Notes

- Ensure contracts are current, executed, and complete.
- Review all terms and obligations for potential risks.
- Pay special attention to termination, renewal, and assignment clauses.
- Identify any material disputes or unresolved issues.

- Verify compliance with regulatory and statutory requirements.