Amerex Contract Review Request Checklist

To assist the Legal and Risk Management Departments in prioritizing and efficiently responding to your requests for contract review, please provide the following information, as applicable, with each request for review.

GENERAL INFORMATION

Amerex
Date of Request: _____
Person Requesting Review: _____
Email & Phone #: _____
Division Name/Location: _____

Other Party
Legal Name of Other Party Company:
_____

Date when response is needed (**please be specific** and allow at least 10 days): _____ **(NOTE: ASAP IS NOT AN APPROPRIATE RESPONSE)**

Do you know if contract will be used for other Amerex or McWane divisions or subsidiaries?
_____ Don't Know _____ No _____ Yes (please list others)

Has transaction been approved by management? _____ No _____ Yes

Is this a government contract? _____ No _____ Yes (please list agency or other government entity)

_____

Have you read the contract?_____ No _____ Yes **If not, please read it.**

CONTRACT INFORMATION

Select Contract Type(s) (please select all that apply):
Please note that the words "Contract" or "Agreement" do NOT have to be in the document to make it a contract. Also, please note that the title of the agreement isn't the key to understanding what the document covers. Please focus on the purpose of the agreement.

_____ Agreement for selling our products/services
_____ Agreement for purchasing products/services from others
_____ Equipment or goods rental agreement
_____ Mutual confidentiality or non-disclosure agreement
_____ One-way CDA/NDA protecting our information
_____ One-way CDA/NDA protecting other party's information
_____ Computer software license or purchase agreement
_____ International sales representative agreement
_____ International distributor agreement
_____ Real property purchase agreement
_____ Consulting agreement (professional services, etc.)
_____ Memorandum of understanding
_____ Consignment agreement
_____ Stocking agreement
_____ Construction or demolition contract
_____ Letter of intent
_____ Employment agreement
_____ Amendment to current agreement
_____ Lease of property
_____ Special event/trade show contract
_____ Temporary employee agreement
_____ Other (please describe) _____

OUR ROLE IN THE TRANSACTION (Buyer, Seller, etc.)

_____ Buyer
_____ Seller
_____ Lessor/Landlord
_____ Consultant
_____ Lessee/Tenant or Renter
_____ Employer
_____ Other (please specify) _____

Have we had a relationship with the other party before? _____ No _____ Yes (**please attach all prior contracts**)

OTHER PARTIES INVOLVED

If providing services, will we be subcontracting to others? _____ No _____ Yes (please describe)_____

If providing products, will we be purchasing from others? _____ No _____ Yes (please describe)_____

THIS SECTION ONLY APPLICABLE TO NDA

If mutual NDA, which party will be providing most information? _____

What is underlying business purpose of NDA (i.e., potential acquisition, sale of products, purchase of products or services, etc.)?

_____

DELIVERABLES

_____ Services (specify type of services, such as "engineering" or "installation") _____

_____ Training

_____ Products Only

_____ Other deliverables (please specify) _____

_____

CONTRACT TERMS

Beginning Date: _____

Duration of contract: _____ 12 months _____ 24 months _____ 36 months _____ Other (please specify) _____

Automatic Renewal: _____ No _____ Yes

Estimated value of contract (if applicable): _____

Please review the following terms, as applicable, in the contract and indicate below if they are acceptable as written:

_____ Payment Terms
_____ Scope of Work
_____ Contract Duration
_____ Pricing and Fees
_____ Indemnity
_____ Warranty
_____ Limitations of Liability
_____ Termination
_____ Delivery Terms

Are there any insurance requirements?_____ No _____ Yes (please forward a copy of this form and the contract to Melanie Williamson, melanie.williamson@mcwane.com)

Are any bonds or letters of credit required?_____ No _____ Yes (please forward a copy of this form and the contract to Melanie Williamson, melanie.williamson@mcwane.com)

Please describe any language or issues of concern or that require further negotiation:

ANY OTHER INFORMATION

Is there any other information about this contract necessary for legal or risk management review? Is there any background information we might need to understand about this contract?

Thank you for taking the time to provide this information. It will help us help you. We will contact you with an estimate of the time-line for review and comment.