**Contract Review Form**

|  |  |  |  |
| --- | --- | --- | --- |
| CustomerName: | | ProjectName: | |
| Date: | | Project # | |
| **ContractCriteria** | **ReviewedBy** | **Action** | **Date** |
| **Documentation**  Request for Tender  Pre-Contract Documents  **Communications**  Minutes of Meetings  Correspondence  Additional Information  **FunctionalSpecification**  Specification  **Quotation**   * TechnicalRequirements * CommercialTermsandConditions * BusinessApproval   **ProjectPlan**   * QualityPlan * ContractDeliverySchedule * Sub-ContractInvolvement   ContractDocuments  ContractualLiabilities  [Company] ability to meet the Contractual Requirements |  |  |  |
| **ReviewedBy:** | **Date:** |  |  |