



## **INSTRUCTION SHEET FOR DRAFTING A COMMERCIAL CONTRACT**

**Please complete and submit this to us so that we can allocate a budget for work required and identify any other initial information that we may need.**

### **THE CONTRACT DETAILS**

1. Full names and address of the parties
  
- 2.1 Subject matter of the deal (services or goods to be provided)
  
- 2.2 Full details of any special/exceptional risks allocated with the subject matter itself or the environment within it is to operate or affect to health and safety arising from carrying out the deal.
  
3. Price (deposit, balance, deferred amount, royalty, commission, shares or other consideration)
  
4. Time for performance and payment
  
5. Method of payment
  
6. Service of levels/performance standards
  
7. Delivery /performance schedule
  
8. Warranties/Guarantees

9. Any related or otherwise relevant contracts or arrangements
10. Termination events
11. Consequences of termination
12. Whether or not English Law to apply
13. Any regulatory compliance
14. Any other information that may be relevant
15. Any critical timescales or deadlines
16. Please specify whether or not the subject matter of this contract is covered by your insurance and if so what limit

If a draft contract has already been drawn up then please forward a copy (preferably by e-mail)

Thank you for completing this. Please fax this back to us on 01332 254179, e-mail: [stephen.woolley@robinsons-solicitors.co.uk](mailto:stephen.woolley@robinsons-solicitors.co.uk) or post it to Robinsons Solicitors, St James Court, Friar Gate, Derby, DE1 1BT.

### **Disclaimer**

We hope that you have found this instruction sheet useful but please do not take it as an exhaustive list of what should be included in any contract or indeed what may or may not be applicable for your particular circumstances.