COMMERCIAL AGREEMENT REVIEW

Before you sign, get clear.

Prepare the questions behind a business-to-business agreement. Work through the practical relationship, then identify where focused advice is needed.

01 / Know the complete agreement

- ☐ Confirm the legal parties and who is authorised to agree terms.
- ☐ Collect every referenced proposal, schedule, policy and purchase order.
- ☐ Record versions and ask which terms take priority if they conflict.

02 / Make the work understandable

- ☐ Write the outputs, exclusions and acceptance steps in plain English.
- ☐ Check each party's inputs, dependencies and delivery responsibilities.
- ☐ Identify the contact who can resolve day-to-day questions.

03 / Walk through payment and change

- ☐ Check payment triggers, invoices, taxes, expenses and any deposit.
- ☐ Ask how additional work is approved, priced and recorded.
- ☐ Test what happens if a dependency or delivery date changes.

04 / Read the ending as carefully as the start

- ☐ Review renewal, notice, early ending and practical handover steps.
- ☐ List files, materials, access and unpaid work to deal with at the end.
- ☐ Flag liability, indemnity, IP, confidentiality and other concerns for advice.

Use a real scenario

A new deliverable is requested halfway through. Who approves it, what does it cost and how does the timetable change?

WORKING SHEET / KEEP YOUR NOTES TOGETHER

Map the agreement. Find the gaps.

Use your own words first, then compare with the document. Record questions rather than assuming unfamiliar terms are standard.

01 / The relationship

Parties, proposed start date, duration and all document versions.

02 / The promised outcome

What is delivered, what is excluded and how is completion accepted?

03 / The payment process

Price, invoice route, approvals, payment timing and extra work.

04 / A change of plan

What happens after a delay, changed brief or unavailable key person?

05 / The exit

Notice, renewal, handover, access, materials and final payment questions.

REVIEW / DECIDE / ACT

Take questions into the review.

A clear review brief separates what you want to achieve from the points you need someone to assess.

- ☐ What are the three outcomes this agreement must support?
- ☐ Which obligations would be difficult to deliver in practice?
- ☐ Which clauses or missing documents need focused advice?

Your next actions

Action / question	Owner	Target date

Start a conversation

Share your intended outcomes and unanswered questions when discussing non-reserved commercial document support with Fairbourne. The scope and any need for specialist input will be confirmed.

thefairbourne.co.uk/contact/

Preparation for business-to-business agreements only. This checklist does not assess enforceability or establish that any term is acceptable. Consumer, employment, property and other specialist agreements need their own approach.

Useful sources / checked 6 November 2026

Small Business Commissioner / Contract guide

Small Business Commissioner / Negotiating terms

GOV.UK / Late commercial payments