YOUR  
LOGO

**COMPANY NAME**

CONTRACT REVIEW PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Firm Name] for contract review services. We offer practical, business-focused legal review of commercial agreements to help you reduce risk, protect your interests, and improve clarity in your contracts.  
  
This proposal outlines how we will assist [Client Name] in reviewing and finalizing contract documents.

# Problem or Opportunity

[Client Name] requires a timely, thorough, and reliable contract review process to avoid legal pitfalls, ensure key terms are fair, and reduce exposure to unnecessary obligations.

# Proposed Solution

We propose a contract review engagement that provides annotated feedback, legal risk summaries, and strategic guidance tailored to your goals.  
  
Key Benefits:  
- Clear explanation of complex clauses  
- Identification of red flags and liabilities  
- Suggested edits and alternative language

# Scope of Work

Our contract review services include:  
  
- Review of contracts up to [X] pages in length  
- Annotated markups and redline suggestions  
- Summary memo highlighting key risks and action items  
- One follow-up consultation call per document  
- Turnaround within [2–5] business days per document

# Timeline

Estimated turnaround for review and feedback:

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Estimated Date |
| Document Submission | Client provides contract(s) | [Start Date] |
| Initial Review | Deliver redlined document and summary | [2–5 Business Days] |
| Consultation | Discuss findings and recommendations | [Date] |
| Revision Review | Final check if edits are made | [Completion Date] |

# Pricing

Estimated pricing for contract review services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Standard Contract Review | Review of contract up to [X] pages | [Amount] |
| Complex Review | Negotiation-heavy or IP contracts | [Amount] |
| Rush Turnaround | 48-hour expedited service | [Amount] |
| Total (Est.) |  | [Total] |

# About Our Firm

[Your Firm Name] provides legal review and business contract services for startups, small businesses, and growing enterprises.  
  
- Experience: [X] years in commercial and contract law  
- Industries: SaaS, consulting, retail, manufacturing, and more  
- Mission: To make contracts understandable and manageable for every client

# Case Studies / Testimonials

Case Study: [Client Business Name]  
  
- Project: Review of SaaS customer agreements  
- Outcome: Reduced liability exposure and standardized templates  
  
Testimonial:  
“[Your Firm Name] helped us confidently close deals by clarifying key contract terms and protecting our interests.” — [Client Name], [Title]

# Terms and Conditions

Payment Terms: Flat fee or hourly, billed at time of engagement.  
Confidentiality: All contract content and client communications are confidential.  
Revision Policy: Includes one revision cycle per reviewed document.

# Acceptance

To begin contract review services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client’s Printed Name]  
Title: [Client’s Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_