**REQUEST FOR SIGNATURE OF CONTRACT**

**(EXPEDITED CONTRACT REVIEW)**

**To:**

**From:**

**Date:**

**This is a request for contract signature as part of the expedited contract review process and should be read in conjunction with the Legal Services Review and Contract Owner Review both of which accompany this request.**

|  |  |
| --- | --- |
| **Contract Name:** |  |
| **Parties** | 1.  2. |
| **Background Summary** |  |
| **Term (Duration)** |  |
| **Contract value** | [insert from Contract Owner review] |
| **Remaining Contractual Risks and Risk Mitigations** | Risk:  Risk Mitigation:  Risk:  Risk Mitigation |
| **Legal review by** |  |
| **Contract Owner** |  |