PacketHQ

SAMPLE CHECKLIST

Contract review intake

Attorneys & law firms

Practice with this file in the sample portal. Use fictional documents only.

- [ ] **Agreement and exhibits**

  Gather the sample agreement and the exhibits referenced in it.

- [ ] **Amendments**

  Collect any addenda or later versions and identify their dates.

- [ ] **Relevant correspondence**

  Include letters or emails that explain the question for review.