



CHECKLIST OF QUICK WINS FOR PRODUCTIVE CONTRACTS (OBLITERATE)

Cut these time wasters from your contracts now. They are taking up valuable space. Obliterating unnecessary items from your documents makes them far more efficient and gets them streamlined. **Ready for digital processes!**

FRONT PAGES

Just get stuck into it! A heading is fine but don't waste peoples' time with a page turn.

INDEX

Remember, most contracts are viewed electronically now. Do you need an index if your document is well structured & electronically searchable with clear headings? It might be slowing your readers down, not helping them out.

OLD FASHIONED FONTS

Depending on your readers, **Times New Roman** can make you look old. Use **Arial, Calibri, Gadugi, Gill Sans...** basically any Sans Serif font that is widely used will work well on screens.

WITNESSES & DOUBLE SIGNATORIES (signing under [section 127 of the Corporations Act](#))

Do you really need a witness if the contract is timestamped / geo-stamped / has 2-factor authentication? Consider ditching. 1 signature is faster than 2! Consider changing to 1 signature (e.g. [section 126](#)) but check your jurisdiction and document type.

LEGALESE

Use Plain Language to streamline the middle of the **Reverse Contract Sandwich**. Try word swap lists as a start if you're new to plain language e.g. https://en.wikipedia.org/wiki/List_of_plain_English_words_and_phrases.

LONG SENTENCES

Keep it short. More than 20 words in a sentence is too many. Aim for around 15 words per sentence.

ALWAYS NEGOTIATED

If the same suspects keep rolling around, try softening your position. Leads to a better customer experience and saves time.

KEEP BUT MOVE (OPTIMISE AND OUTSOURCE)

TERMS THAT CHANGE

If terms throughout your agreement need to change (e.g. definitions, initial term clauses, company names, etc.) or are regularly negotiated (e.g. payment terms, performance targets, exclusivity), get them up the front into your **Key Details** table.

NUMBERS

Pricing, commissions, targets... if it involves numbers, it's likely to change.

Create standard tiers & stick in **Schedules** at the back of the **Reverse Sandwich Contract**.

NEGOTIATED SPECIAL TERMS

Stop editing inside the agreement. No one can pick up that document later & see how it was negotiated. Apply **Reverse Sandwich Contracting** methods. Put changes to standard document up front so they are easy to see. Consider 'standard' negotiated special conditions (better if lots of changes are made often) and/or a special conditions Schedule.

- See the [Checklist Legal productive contracts page](#) for more information on electronic contract templates.
- Get this checklist in an online, mobile friendly [Nozbe template](#).