SAMPLE REPORT

About this sample *MNO Interiors is a fictional 40-person commercial fit-out and design firm in Delhi. They ran the Contract Health Check while scaling their client and vendor base, having noticed how many deals were being signed on other people's paper. We've used them to show what a completed report looks like — its format, depth and tone. The wording below is illustrative; your own report will reflect your answers and cover every area in full. Nothing here is legal advice.*

Dear MNO Interiors team,

Thank you for completing the Contract Health Check. Here is your personalised summary, looking at how solid your contractual foundations are across eight areas — from your customer terms to how you sign, store and manage your contracts.

Prepared for: MNO Interiors

Team size: 11-50

Reference: CHC-2026-0631 · Issued: 26 July 2026 · Law stated as at: 25 July 2026

Overall: Broadly sound — good foundations, specific gaps to close.

Act now: 1.

8 further areas to address this year, flagged in the sections below.

▲ **Act now:** There's no written master agreement or standard terms, so most customer relationships run on informal or verbal understandings. That leaves scope, payment and exit undefined — the biggest single gap in your contracting. A reusable set of standard terms is the place to start.

Your position, area by area:

1. Standard terms & customer contracts

▲ **Act now:** There's no written master agreement or standard terms, so most customer relationships run on informal or verbal understandings. That leaves scope, payment and exit undefined — the biggest single gap in your contracting. A reusable set of standard terms is the place to start.

■ **Address this year:** You tend to sign on the customer's document, which usually tilts liability, IP and risk their way. Lead with your own terms where you can, and read customer paper closely before committing.

● **Strengthen when you can:** Your contracts handle the main commercial points, with a single clause still soft. Firming that one up closes the main remaining gap.

5. Risk allocation — liability & indemnity

✓ **On track:** Your contracts carry both a liability cap and an exclusion of indirect loss. Just keep the drafting refreshed as market and legal norms move.

■ **Address this year:** Your liability cap looks lifted from another document and may have no connection to your actual risk or the size of the deal. Set it on purpose — typically as a multiple of the fees paid.

● **Strengthen when you can:** Indemnities are present but lopsided or never reviewed. Rebalancing them around the risks each side actually controls makes them both fairer and easier to enforce.

7. Execution & e-signature

● **Strengthen when you can:** You sign with a mix of scanned copies and e-signatures, and it mostly holds up. Settling on one dependable method would remove any lingering doubt about validity.

● **Strengthen when you can:** You're taking your e-signatures' validity on trust without having confirmed it. A short check against the rules for the contract types you use would give you certainty.

■ **Address this year:** You seldom confirm whether the person signing is actually authorised, which leaves bigger deals open to later challenge. Make an authority check standard on anything material.

Your full report continues in the same format across the remaining five areas:

Confidentiality & NDAs, Employment & contractor agreements, Vendor & supplier contracts, Dispute resolution, and Contract management & lifecycle. Each is assessed and explained exactly like the sections above.

If it would help to talk any of this through, reply to this email with a couple of time slots that suit you, and we will arrange a short call. There is no charge and no obligation. If we do not hear from you, we will not follow up.

You are welcome to share this report within your organisation.

With regards,

BRB Legal | Law Associates

Z-29, Block Z, Hauz Khas, New Delhi 110016

info@brb-legal.com · +91 11 4058 2711

About this report

This is a preliminary awareness assessment prepared only from the answers you gave in the Contract Health Check. We have not reviewed your documents, filings, systems or contracts, and we have not verified any of your responses.

It is not legal advice, it does not create a lawyer–client relationship, and no solicitation or advertisement is intended. It is not an audit, a certification or a compliance opinion, and no person other than the addressee should rely on it — including any investor, customer, insurer or counterparty to whom you may show it.

The law is stated as at the date shown at the top of this report and changes frequently. Please take specific legal advice — from us or from any other adviser — before acting, or declining to act, on anything in it.

Your data

Your responses were used to prepare this report, in line with the privacy notice you accepted before starting. They were collected through Google Workspace, which processes them on our instructions under a written contract and may store them on servers outside India. Where you gave us a phone number, we use it only to clarify an answer before finalising the report. We keep your responses for 36 months from the date of this report and then delete or anonymise them — sooner if you ask. You may request a copy, correct or erase your data, or withdraw your consent at any time: write to privacy@brb-legal.com.

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