

## Quick Contract Checkpoints

### For SaaS or MSA sets:

- ☒ Confirm the agreements are customized to your business' capabilities and offerings
- ☒ Ensure data handling conforms with relevant DPAs and applicable laws
- ☒ Align IP and indemnity coverage with product risks
- ☒ Include clear commercial terms in Order Forms or similar documents
- ☒ Specify warranties, representations, and remedies

### For privacy and security documents:

- ☒ Document all data handling procedures and obligations
- ☒ Maintain up-to-date audit reports and certifications
- ☒ Define user and law enforcement notification triggers and cooperation steps
- ☒ Maintain an updated list of deal contacts and subprocessors