



Contract Drafting Intake Form

Requesting Information

Requesting Department:

Contract Monitor: (Who should we be communicating with about this contract?)

Please provide contact information for the contract monitor below:

- Email
- Phone

Vendor/Counterparty Information

Vendor/Counterparty to Contract (Who are you working with?)

Please provide the following information about the point of contact at the vendor/counterparty:

- Vendor/Counterparty Point of Contact:
- Vendor/Counterparty Email:
- Vendor/Counterparty Phone:

Contract Details

Project Deadline: (How quickly do you need this contract?)

Contract Purpose: (What's the purpose of this contract – what are we trying to do? Help us understand why you need to enter into this agreement. Give sufficient detail to assist with drafting.)

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact the Office of General Counsel at legal@ung.edu or 706.867-4574.