Register of Contract
(Ref. SOP QMS-110)

Contract Identifier#	Please complete details in this column
Prepared by: **Name & Contact**	
Contract Details	
• Contracted ID (alphanumeric)	
• Contracted Party (text)	
• Supplier Contact Name (text)	
• Supplier e-mail address	
• Supplier telephone number	
• Nature of the Agreement	
• Type of Agreement	Service ☐ Maintenance ☐ Business contract ☐ Service Level Agreement ☐ Operations ☐ Confidentiality Agreement ☐ Licence Agreement ☐ Leases ☐ QA Agreement ☐
• Date Signed	
• Start Date	
• Term of the agreement (years & months)	
• Critical business implications or actions of the contract	
• Sponsor of the Contract	
• Total **VALUE** of the contract over the term	
• Value Notes (additional information)	
• Billing Cycle	
Termination	
• Termination Date	
• Termination procedures	
• Critical date to commence re-negotiation or termination	
• Status (select: under negotiation, current or expired)	
• Notes (e.g. open ended contract)	
Administration	
• Date last updated	
• Updated by	
• Where is the physical contract stored?	
• PO or requisition number	
• Division responsible	