

# AI Contract Review Checklist for Legal Teams

Contract Summary • Clause Review • Risk Flags • Redlines • Negotiation Prep

This checklist is educational and does not replace legal advice. A qualified legal professional should review all AI outputs.

## First-Pass Review

### Prompt 1

Summarize this contract in plain English. Include parties, purpose, term, obligations, payment terms, risks, and decisions needed.

### Prompt 2

Identify the top 10 business risks in this agreement. Return clause, risk, severity, and follow-up question.

### Prompt 3

Create a one-page business summary for a non-lawyer stakeholder based on this contract: [paste contract].

### Prompt 4

List all deadlines, renewal dates, notice periods, and termination windows in this contract.

### Prompt 5

Identify any clauses that are unusual, one-sided, or unclear in this agreement.

## Clause Risk Review

### Prompt 6

Review the liability clause. Explain exposure, cap, exclusions, and whether the language is buyer- or seller-friendly.

### Prompt 7

Review the indemnity clause. Identify who indemnifies whom, covered claims, process requirements, and gaps.

### Prompt 8

Review the termination clause. Identify termination rights, notice requirements, cure periods, and post-termination obligations.

### Prompt 9

Review the confidentiality clause. Identify scope, duration, exclusions, and return/destruction obligations.

### Prompt 10

Review the data protection clause. Identify privacy, security, breach notice, subprocessors, and compliance obligations.

## Missing Clauses

### Prompt 11

Identify missing clauses commonly expected in a [contract type]. Explain why each missing clause matters.

### **Prompt 12**

Check whether this contract includes assignment, force majeure, governing law, dispute resolution, confidentiality, and notices.

### **Prompt 13**

Review this NDA for missing mutuality, residual knowledge, permitted disclosures, and return/destruction language.

### **Prompt 14**

Review this SaaS agreement for missing uptime, data processing, support, renewal, suspension, and termination language.

### **Prompt 15**

Review this vendor agreement for missing insurance, audit rights, compliance, subcontracting, and service-level terms.

## **Playbook Comparison**

### **Prompt 16**

Compare this clause against our preferred playbook position: [paste playbook]. Clause: [paste clause]. Return match, gaps, risk, and redline idea.

### **Prompt 17**

Create a clause review table comparing current language vs preferred position vs fallback position.

### **Prompt 18**

Review this contract using these internal standards: [paste standards]. Identify all deviations.

### **Prompt 19**

Create a contract approval summary showing which terms require legal, finance, security, or executive approval.

### **Prompt 20**

Convert these contract review rules into a simple checklist for junior reviewers: [paste rules].

## **Redlining and Negotiation**

### **Prompt 21**

Rewrite this clause to be more favorable to [buyer/seller/vendor/customer]. Explain what changed and why.

### **Prompt 22**

Create a fallback clause if the counterparty rejects our preferred position on [issue].

### **Prompt 23**

Draft a polite negotiation comment explaining why we need changes to this clause: [paste clause].

### **Prompt 24**

Create 10 negotiation questions for this contract grouped by payment, liability, data, term, and termination.

### **Prompt 25**

Rewrite this aggressive redline comment to sound professional and collaborative: [paste comment].

## **NDA Review**

### **Prompt 26**

Review this NDA and flag risks around definition of confidential information, term, exclusions, and permitted disclosures.

**Prompt 27**

Compare this NDA to a standard mutual NDA and identify one-sided provisions.

**Prompt 28**

Suggest safer language for this NDA clause: [paste clause].

**Prompt 29**

Create a business-friendly summary of what this NDA allows and prohibits.

**Prompt 30**

Identify any unusual confidentiality duration or residual knowledge issues in this NDA.

## SaaS Contract Review

**Prompt 31**

Review this SaaS agreement for risks related to data security, uptime, support, renewal, termination, and fees.

**Prompt 32**

Identify hidden cost risks in this SaaS contract, including auto-renewal, usage fees, implementation, and price increases.

**Prompt 33**

Review the data processing language in this SaaS agreement and flag missing privacy terms.

**Prompt 34**

Create a security review question list for this SaaS vendor contract.

**Prompt 35**

Summarize the customer obligations in this SaaS agreement in plain English.

## Vendor Agreement Review

**Prompt 36**

Review this vendor agreement for service scope, payment, deliverables, warranties, indemnity, and termination risks.

**Prompt 37**

Identify operational risks in this vendor agreement that business stakeholders should approve.

**Prompt 38**

Create a vendor contract checklist for procurement review.

**Prompt 39**

Draft negotiation questions for a vendor whose contract lacks service-level commitments.

**Prompt 40**

Review this vendor agreement for subcontractor, insurance, and compliance language.

## Legal Ops and Workflow

**Prompt 41**

Create a contract intake form for business teams requesting legal review.

**Prompt 42**

Create a contract review triage system based on contract value, risk type, data sensitivity, and urgency.

**Prompt 43**

Create a legal approval matrix for contracts based on value, term, liability, and data access.

**Prompt 44**

Create a contract repository tagging taxonomy for vendor, customer, NDA, SaaS, employment, and lease agreements.

**Prompt 45**

Create a short legal review status update for stakeholders based on these notes: [paste notes].

## Safety and Verification

**Prompt 46**

Review this AI-generated contract summary for possible unsupported assumptions: [paste summary].

**Prompt 47**

List legal issues that require human review before relying on this AI output: [paste output].

**Prompt 48**

Create a checklist for verifying AI-generated redlines before sending to a counterparty.

**Prompt 49**

Identify areas where this contract analysis may require local law advice: [paste analysis].

**Prompt 50**

Create a final human-review checklist before approving a contract for signature.

## Final note

Review and adapt every item before using it in real business, classroom, legal, hiring, or analytics workflows.