CKSHORTS CONSULTING

FICTIONAL SAMPLE • All names, records, terms, and findings below are invented

Contract Understanding Sample

Know what an agreement says before making a decision. This example shows a factual summary of a fictional home improvement agreement.

SAMPLE CLIENT	SERVICE LEVEL	ILLUSTRATIVE SCOPE
Cedar Point Works (fictional)	Detailed Contract Breakdown	Fictional 8 page home improvement agreement dated September 12, 2026; no addenda supplied.

What we reviewed

Fictional 8 page home improvement agreement dated September 12, 2026; no addenda supplied.

Illustrative findings

TOPIC	WHAT THE DOCUMENT STATES	LOCATION
Price and payments	$18,400 total; 30% deposit, 40% after material delivery, 30% at substantial completion.	Sections 3 and 4
Work and timing	Kitchen cabinet installation; estimated start October 5; completion described as approximately 21 business days after start.	Exhibit A
Changes	Changes must be documented in a written change order signed by both parties.	Section 6
Notice	Cancellation notice is described as written notice to the mailing address in the agreement.	Section 11

What deserves attention

A date to track. The agreement states an estimated completion period but no fixed completion date. Confirm the intended schedule with the contractor.

A document to request. The agreement refers to a cabinet specification sheet that was not included in the sample packet.

A question for counsel. If you need advice about cancellation rights or whether a clause is enforceable, ask a licensed attorney.

Next steps for the client

1. Request the missing specification sheet and confirm that the final scope matches the quote.
2. Ask the contractor to identify milestone dates and the process for written changes.
3. Have counsel answer any question about legal rights, remedies, or whether to sign.

Scope and limitations

CKSHORTS extracts and organizes terms from documents provided by the client. This report does not decide legal effect, enforceability, breach, cancellation rights, or whether the client should sign.

This example demonstrates report format and level of detail only. It is not based on a real search, solicitation, insurance policy, vendor, or agreement. CKSHORTS confirms the scope, fee, sources, and deliverable in writing before any client work begins.

FICTIONAL SAMPLE • Records and artwork are invented

Multiple Agreement Register

A separate row keeps each document and deadline distinct when a client submits more than one agreement. The fictional portfolio below is a formatting example.

DOCUMENT	STATED DATE OR TERM	CLIENT FOLLOW UP
Kitchen installation agreement	Estimated 21 business day completion after start.	Confirm schedule and missing specification sheet.
Appliance service plan	Renews annually unless notice is given 30 days before renewal.	Calendar the stated notice date after verifying start date.
Flooring estimate	Quote valid through October 10; no signed agreement supplied.	Confirm current quote and whether an agreement exists.

How the register is used

A report can contain a summary for each document plus a master dates register. CKSHORTS quotes volume and the number of documents before beginning work.

A real engagement would identify the record count, sources, update cadence, owners, and exact deliverable before work starts.