



COST EFFECTIVE. EFFICIENT. DIVERSE.

Contract Review

A high-quality, competitive solution for contract review with short turnaround times.

In today's business environment, contract review—even routine contract review—is a critical first line of defense in identifying potential legal risks and ensuring compliance with applicable laws and regulations. Managing contract reviews efficiently and cost effectively requires meticulous attention to detail and the ability to turn around reviews quickly.

OUR SOLUTION

WLS attorneys are highly experienced at handling firm clients' routine commercial review with a streamlined, cost-effective approach. The WLS team routinely assists with the review of customer or vendor contracts, such as a basic purchase agreement, or a master services agreement, and routine contract amendments, such as amendments to a construction subcontract.

Our innovative approach combines legal expertise with technology to streamline the contract review process, delivering accuracy, speed, and significant cost efficiencies—all in keeping with the client's playbook and rules of the road. The end results are contracts that are not only compliant but also strategically aligned with your business objectives.

The following is a sampling of the types of contracts WLS attorneys have handled:

- Construction Agreements
- Service Agreements
- Master Service Agreements
- Supply Agreements
- Master Supply Agreements
- Amendments to various commercial agreements (e.g., leases)
- Purchase Orders
- Change Orders
- Distributor Agreements
- License Agreements
- Privacy Agreements
- Nondisclosure Agreements
- Joinder Agreements

CLIENT BENEFITS

Below are various ways in which our contract review service benefits clients.

- Cost Effectiveness. Clients get large law firm quality work product at extremely reasonable rates.
- Reputation and Credibility. The client gets the benefit of the respect, instant credibility, and excellent reputation of having an Am Law 50 firm on the letterhead.
- Deep Resources. The client benefits by having its lower tier/risk work done by the same full-service firm that is internationally known for handling the largest and most complex deals and litigation. Thus, the client gets the full range of deep resources and capabilities in a "one-stop shopping" experience.

- **Diversity.** Clients benefit from having a diverse team of top-notch lawyers handling their assignments.
- Efficiencies. Through handling thousands of client contract reviews, our team has learned the ins and outs of each client and its needs and preferences. The end result is a reduction in the amount of time to review contracts for each client and less frequent interaction and involvement with the client's business team on each contract.
- Opposing Parties. For repeat clients, we often see the same parties and their counsel on the other side of subsequent deals. Having previously negotiated contracts with these parties and attorneys, we are able to draw from experience and drafts on other agreements. This saves the client time and money vs. reinventing the wheel each and every time.



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HOW WE GET THE JOB DONE

At the outset of each client engagement, we work with clients to establish a customized plan that considers your unique protocols, preferences for attorney involvement from WLS team and others, communication methods, and deliverables. We recognize that each client's needs and expectations are distinct, requiring a tailored approach to ensure seamless integration with your in-house team.

We offer the following workflow illustration to give you an example of how we work with clients. This is just a sample of our flexible approach, designed to demonstrate our ability to adapt and provide bespoke legal services. Our ultimate goal is to ensure that your contract review process is as streamlined and effective as possible, while maintaining the highest standards of legal scrutiny and protection.



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DEFINE SCOPE AND OBJECTIVES Develop/review

Develop/review playbooks, templates, review/amendment/ renewal, and data analysis/due diligence.

ESTABLISH COMMUNICATION PLAN

Identify roles and relevant contacts.

DETERMINE TIMEFRAME AND BUDGET

Set deliverables deadlines and identify associated costs.

COLLECT ALL CONTRACTS AND ASSOCIATED DOCUMENTS

Assemble policies, procedures, contract templates, playbooks, agreements, amendments, schedules, and correspondence.



ORGANIZE DOCUMENTS

Create centralized document repository with maintenance plans for template libraries, contract repositories, relevant guidelines and compliance documents.



DOCUMENT AND ARCHIVE

Memorialize entire contract lifecycle process, methodologies, and outcomes for future reference.

COMMUNICATE WITH CLIENT

Conduct regular check-in meetings to review progress, additional requirements, risk insights, and process improvement.

REPORTING

Highlight key terms including expiration dates, choice of law, assignment, termination, or terms requiring update based on changes in law or client policies.



CATEGORIZE DOCUMENTS

Define key parameters (contract type, expiration date, and/or governing law)

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