



## Contract Drafting Intake Form

### Requesting Information

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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

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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

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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](mailto:legal@ung.edu) or 706.867-4574.**