Commercial clause handoff

Give the colleague responsible for one clause the controlling wording, the triggering event and the evidence to retain. Use a separate copy for each materially different site, service or term.

Fictional example
A signed amendment changes the notice period only for Harbor Road. Mill Street keeps the original period.

Locate the controlling wording

Agreement or contract ID

Site, service or order in scope

Source document, version and signature status

Section, page and effective date

Operative wording and any amendment or priority issue

Translate it into work

Trigger and evidence that the event occurred

Offset, counting rule and due date

Person responsible for the action

Reviewer or deputy

Action, delivery method and evidence required

Close or escalate

Open issue, decision authority and next step

Decision or completion reference

Date checked and next review