

ELECTIVE: CONTRACTS

Sample 1

Activity	Initial Each Selected Item
Negotiate a revenue contract	
Draft Contract Amendment	
Become familiar with Contract Management software, such as ORACLE	
Translate contract language into Spanish and Portuguese	
Participate in analyzing, interpreting and advising the legal effect of contract language	

SAMPLE 2

Activity	Initial Each Selected Item
Draft amendments to employment contracts	
Review real property leases	
Participate in process of entering into a new credit agreement and associated due diligence.	

SAMPLE 3

Activity	Initial Each Selected Item
Draft an Independent Contractor Agreement	
Draft a Non-Disclosure Provision/Agreement	
Draft an Enforceable Non-Competition Clause	
Review & Edit Customer Contracts for Company	
Review Consumer Protection Laws in Various States and Update Contracts to Comply	
Prepare Settlement Agreement & Release	

SAMPLE 4

Activity	Initial Each Selected Item
Draft a contract	
Draft a complaint for breach of contract	
Draft a private placement memorandum	
Prepare a rescission offer	