1. Does the contract properly identify all parties of the contract?

2. Are the effective dates properly identified?

3. Does the contract have signature lines for all individuals listed in the administrative review?

4. Have all levels described in the administrative review initialed and/or signed the contract?

5. Does the contract have the appropriate language, some of which may need modification or deletion, for the following:
   a. 30 days for payments
   b. Finance charges and/or payment penalties
   c. Liability
   d. Indemnification
   e. Attorney fees and/or court costs and/or litigation expenses
   f. Insurance
   g. Termination Clauses
   h. Breach of Contract Clauses
   i. Any state laws other than Georgia governing the contract
   j. Binding arbitration or mediation laws
   k. Other

6. Does the contract have the routing form attached?