

Checklist for Modifying or Extending an Existing Contract

1. Document is numbered in title;
2. Clearly states it is an amendment, modification or supplement;
3. Refers to name and date of original agreement;
4. Refers to parties of original agreement;
5. States parties have received good and valuable consideration for modification;
6. Effective date;
7. States term being deleted and states its replacement;
8. States term being modified and how it is modified;
9. Includes terms to be added;
10. Correct signature blocks and dates; and
11. Agreement signed and initialed on all pages by both parties.