

# LegalSifter ReviewPro™ Playbook Library

## Essentials Playbooks Overview

**LegalSifter ReviewPro™ playbooks determine the core context and intent that power contract review and redlines in Microsoft Word.**

**The playbook you select determines:**

- ✓ The agreement type being reviewed
- ✓ The typical risk allocation for that contract
- ✓ The business relationship it governs
- ✓ The positions and fallback language that should apply

**LegalSifter maintains an extensive library of over 80 standard playbooks built directly into ReviewPro.**

Essentials Playbooks cover the most frequent types of commercial contracts and focus on the provisions most likely to impact the deal, enabling fast, consistent, agreement-specific review from day one.

## Essentials Playbooks for Common Commercial Agreements

The following Essentials playbooks are available in ReviewPro:

- Commercial Real Estate Lease
- Consulting Agreement
- Data Processing Agreement
- Goods Agreement
- Goods and Services Agreement
- Hotel Conference and Room Agreement - Customer
- Hotel Event Venue Agreement - Customer
- Independent Contractor Agreement
- Influencer Endorsement Agreement
- Master Services Agreement
- Mutual Non-Disclosure Agreement
- SaaS Agreement
- Services Agreement
- Software End User License Agreement
- Temporary Labor Services Agreement - Agency
- Unilateral NDA - Discloser
- And more

**See the detailed catalog on the following pages for common use cases and key terms reviewed for each agreement type.**

# Getting Started with Essentials Playbooks

**Choosing the right playbook is the single biggest factor in getting accurate, deal-appropriate redlines.**

## To use ReviewPro effectively:

- 1 Identify the agreement type
- 2 Select the matching Essentials playbook
- 3 Redline with ReviewPro
- 4 Validate the redlines

## What is a Contract Playbook?

A contract playbook is a structured collection of preferred positions, fallback language, and guidance for reviewing and negotiating a specific type of agreement.

## What is a LegalSifter Essentials Playbook?

LegalSifter Essentials playbooks are designed for speed and consistency. They focus on the provisions most likely to impact the deal, rather than covering every standard clause found in a fully customized playbook.

They do not evaluate individualized business provisions such as price, scope of work, or negotiated commercial metrics.

Unless otherwise noted, Essentials playbooks are available from either party's perspective.

## Why Selecting the Right Playbook is Important:

ReviewPro's redlines are powered by the intent captured in the playbook you select.

Without the correct playbook, analysis may be misaligned with the contract's structure or risk profile, resulting in:

- Redlines that do not match the deal structure
- Missing key terms
- Over-negotiation of standard provisions
- Under-flagging of critical risks

**The correct playbook ensures ReviewPro evaluates the contract in the proper agreement-specific context.**

# Essentials Playbook Catalog

ESSENTIALS PLAYBOOK	COMMON USE CASES	KEY TERMS REVIEWED
<b>Commercial Real Estate Lease</b>	Leasing commercial property such as office, retail, or industrial space for business operations, including new locations, expansions, renewals, or restructurings.	Rent and additional charges, lease term and renewals, permitted use, maintenance and repairs, indemnification, common area costs, defaults, assignment, subleasing, and breach.
<b>Consulting Agreement</b>	Hiring a business or individual to provide specialized professional or advisory services on a non-employee basis.	Scope and quality of services, ownership of deliverables and data, payment timing, liability limits, indemnification, termination rights, assignment, subcontracting, insurance, and information security.
<b>Data Processing Agreement</b>	Using a third party to process personal or regulated data on a company's behalf.	Types of data processed, permitted uses, security safeguards, data transfers, audit rights, incident response, and data return or deletion obligations.
<b>Goods Agreement</b>	Buying or supplying physical goods for operations, resale, or manufacturing.	Assignment and change of control, rejection rights, supply terms, force majeure, IP ownership, audits, payment terms, subcontracting, publicity restrictions, liability caps, warranties, and specification compliance.
<b>Goods and Services Agreement</b>	Purchasing goods together with related services such as installation or support.	Force majeure, information security, IP ownership, audits, exclusivity, payment terms, subcontractors, publicity, liability limits, renewals, termination, rejection rights, and warranties.
<b>Hotel Conference and Room Agreement – Customer</b>	Booking hotel meeting space and room blocks for corporate events.	Attrition, cancellation rights, refunds, fee limits, F&B minimums, relocation obligations, rate protections, construction disruptions, force majeure, compliance warranties, and termination rights.
<b>Hotel Event Venue Agreement – Customer</b>	Reserving a hotel or venue for meetings or corporate events.	Event cancellation rights, refunds, F&B adjustments, service fee controls, noise protections, approval rights, force majeure, indemnification, compliance warranties, insurance, and termination rights.

# Essentials Playbook Catalog

ESSENTIALS PLAYBOOK	COMMON USE CASES	KEY TERMS REVIEWED
<b>Independent Contractor Agreement</b>	Engaging a non-employee individual or business to perform services.	Classification, scope of services, IP ownership, payment terms, insurance, audit rights, non-compete limits, liability caps, subcontracting, renewal, termination, and force majeure.
<b>Influencer Endorsement Agreement</b>	Engaging influencers to promote products or services.	Compensation, content approval, usage rights, IP ownership, advertising compliance, representations, indemnification, liability limits, termination, and takedown obligations.
<b>Master Services Agreement</b>	Establishing standardized terms for recurring or project-based services.	Service structure, payment mechanics, change management, IP rights, indemnification, liability limits, subcontractors, and termination rights.
<b>Mutual Non-Disclosure Agreement</b>	Exchanging confidential information where both parties disclose.	Confidentiality scope, permitted use, disclosure limits, exclusions, safeguards, return obligations, duration, remedies, and assignment limits.
<b>SaaS Agreement</b>	Subscribing to hosted software services.	Access rights, subscription fees, data use, security, IP ownership, liability limits, warranties, indemnification, termination, and assignment.
<b>Services Agreement</b>	Engaging a vendor to perform business or professional services.	Performance obligations, payment terms, risk allocation, indemnification, liability limits, subcontracting, IP rights, termination, and force majeure.
<b>Software End User License Agreement</b>	Licensing software or digital products to end users.	License grant, use restrictions, IP ownership, audits, payments, indemnification, warranties, liability limits, assignment, and termination.
<b>Temporary Labor Services Agreement – Agency</b>	Providing temporary workers through a staffing agency.	Worker status, safety obligations, payment terms, insurance, indemnification, liability limits, exclusivity, renewal, and termination.
<b>Unilateral NDA – Discloser</b>	Sharing confidential information where only one party discloses.	Covered information, permitted use, disclosure restrictions, exclusions, protection duration, remedies, and termination.