EXPORT SALES CONTRACT CHECKLIST

Tick each clause before you sign. This is a checklist, not a contract. Have a lawyer review your contract for your country, product and market.

Done	Clause	What to cover
[ ]	Parties	Full legal names, addresses and who signs for each side
[ ]	Goods	Description, specifications, quantity and HS code
[ ]	Price	Unit price, currency and total
[ ]	Incoterms	Rule, named place and version (for example FCA Shenzhen terminal, Incoterms 2020)
[ ]	Payment	Method, due dates, bank details and what happens if payment is late
[ ]	Delivery	Shipment period, partial shipments and documents to be provided
[ ]	Packing and marking	Packing, labels, marks and wood packaging treatment
[ ]	Quality and inspection	Standards, samples, inspection rights and claim period
[ ]	Retention of title	If used, and checked as valid in the buyer's country
[ ]	Force majeure	Events covered, notice period and what happens next
[ ]	Governing law	Which law applies, and whether the CISG is excluded
[ ]	Disputes	Court or arbitration, place and language
[ ]	Term and termination	Duration, renewal and how either side can end the contract

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