

# Discussion Points for Client Contract Review

Dear [Client's Name],

As we prepare for the upcoming contract review meeting, please find below the key discussion points we would like to address:

- **Scope of Work:** Review of the services outlined in the contract and any additional requests.
- **Payment Terms:** Discussion on payment milestones and methods.
- **Deliverables:** Clarification on the expected outcomes and timelines.
- **Termination Clause:** Understanding the terms for contract termination or renewal.
- **Liabilities:** Review of liability limitations and responsibilities.
- **Confidentiality:** Discussion on data protection and confidentiality agreements.
- **Amendments:** Process for making changes to the contract in the future.

Please feel free to add any additional points you would like to discuss. We look forward to our meeting on [Date] at [Time].

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]