



Legal Document Summary

(Must be submitted with all legal documents requiring an Authorized Signer's approval)

<ul style="list-style-type: none">• Legal Name of External Company or Organization: –
<ul style="list-style-type: none">• Document Name: e.g., Lease Agreement, NDA, Sales Contract –
<ul style="list-style-type: none">• Document Owner: e.g., Individual @ Tree Top –
<ul style="list-style-type: none">• Brief Description: e.g., state the business purpose –
<ul style="list-style-type: none">• <input type="checkbox"/> This document has been reviewed by the document owner as stated above & the document owner agrees with and will enforce all terms and conditions as written.
<ul style="list-style-type: none">• Effective Date:• Expiration Date:
<ul style="list-style-type: none">• Call for Action Date:<ul style="list-style-type: none">– e.g., Reminder date that the legal document will soon expire and/or renew.– May not be less than 60 days prior to the expiration/renewal date.– If the document is indefinite, a default 12-month review will be used.
<ul style="list-style-type: none">• Counter Signer or Responsible Party of External Company/Organization.<ul style="list-style-type: none">– Name:– Email Address:
<ul style="list-style-type: none">• List Other Recipients (include email address) to be Copied: – –
<ul style="list-style-type: none">• Requested Date for Document to be Signed: –

Submitted by: _____ Date: _____

Email to:

Reminder! Attach the original legal document to your email.