

OPEN-SOURCE AI PLAYBOOK · FOR OPS, FINANCE AND HR

Contract Risk Review

Every contract waits days for someone senior to read it in full.

THE SYSTEM

Compares each contract with your standard terms and flags the clauses that need a lawyer's eye.

BUILD TIME

1-2 weeks

HOW IT'S BUILT

Low-code

WORKS WITH

Google Workspace or
Microsoft 365

OWNER

General counsel or the
legal ops lead

How it works: every clause checked against your terms and lit like a traffic light

● **Matches** matches your standard
 ● **Business call** outside your standard, inside your fallback
 ● **Needs a lawyer** outside your fallback

THE CONTRACT THEY SENT · CORVANE LOGISTICS MSA

§2 Term and renewal

This Agreement starts on the Effective Date and runs for 12 months. It renews for further 12-month terms unless either party gives 60 days' written notice.

§4 Payment

Customer will pay each undisputed invoice within 45 days of receiving it.

§6 Limitation of liability

Supplier's total liability arising out of or in connection with this Agreement ~~shall be unlimited~~ shall not exceed the fees paid in the 12 months before the claim, except for breaches of Section 9 (Confidentiality).

§9 Confidentiality

Each party will keep the other's Confidential Information confidential during the term and for 3 years after it ends.

§10 Intellectual property

~~All deliverables, software and materials provided by Supplier, including pre-existing materials,~~ Custom deliverables made for Customer under a Statement of Work become the property of Customer on payment.

YOUR STANDARD POSITION

Matches

12-month term, renewing automatically, with 30-90 days' notice.

Business call

Net 30.

Up to net 45 with finance approval. Finance decides.

Needs a lawyer

Each party's liability is capped at 12 months' fees, except for breaches of confidentiality.

Redline drafted for the lawyer.

Matches

2-5 years after the term ends.

Needs a lawyer

Customer owns its data and custom deliverables. We keep our platform and anything we built before.

Redline drafted for the lawyer.

Sample contract, fictional companies. Showing 5 of 24 clauses.

The one-page memo for the decider

TO: Dana Okafor, General Counsel • **OWNER:** Leo Brandt, VP Sales

Mostly standard. Three clauses are outside what we accept: unlimited liability (§6), Corvane owning our pre-existing materials (§10) and a 7-day exit with refunds (§11). Redlines are drafted for all three.

- **Needs a lawyer:** §6 Liability, §10 IP, §11 Termination
- **Business calls:** §4 Payment at 45 days: finance to approve. §13 Assignment is one-sided: accept if mutual.
- **Matches:** §2, §8, §9 and 16 more clauses match the playbook.

 Draft only. Not legal advice. Nothing is sent until a person approves it.

Where it stops

The system

Reads, lights each clause, drafts redlines and the memo, inside your approved AI tool.

Your lawyer or contract owner

Reviews every red clause, makes the business calls, decides what goes back, sends it and signs.

Confidential documents

Stay in your approved AI tools, on business terms that don't train on your data.

Can we build it? FOR YOUR TECH LEAD

Tools you'll use

Where contracts arrive	A shared Google Drive or SharePoint folder	or an intake form
Your standard positions	A playbook doc: each clause, your standard, your fallback, who decides	or a sheet in Google Sheets or Excel
Reading and comparing	Claude (Team, Enterprise or API)	or ChatGPT Enterprise, Gemini for Google Workspace
Running the steps	n8n	or Power Automate, Make
What comes out	A marked-up copy in Word or Google Docs, plus the memo	or comments in the original file

Three ways to build it

Start simple 1-2 days

Your playbook and the contract in a Claude or ChatGPT project on your company's plan. Ask for the traffic-light table and the memo.

Production 1-2 weeks

n8n picks up each new contract, checks every clause against the playbook and saves a marked-up copy and memo for the owner.

Custom 3-6 weeks

Adds one playbook per contract type, your clause library and a tracker of every contract's status and what was agreed.

Access it needs

- ◆ Read access to one intake folder, not the whole drive
- ◆ Write access to a review folder for the marked-up copy and memo
- ◆ An AI account on business terms that don't allow training on your documents

Guardrails

- ◆ Not legal advice: a lawyer or the contract owner decides on every flag, and signs
- ◆ It never sends anything to the other side and never signs
- ◆ Confidential documents stay in approved tools, never personal AI accounts
- ◆ A clause type that isn't in the playbook is marked red for a person, never guessed

What to measure

- ◆ Days from contract received to a decision
- ◆ Senior review hours per contract
- ◆ Flags the lawyer overturns (a check on the playbook)
- ◆ Issues found later that the system missed

Who builds and runs it

A lawyer or legal ops lead who writes the playbook, and someone comfortable with n8n for the first one to two weeks. After that, the playbook owner updates positions when they change, and contract owners get a memo with every new contract.

◆ **FREE, OPEN SOURCE, NO SIGN-UP**

20 AI systems every company should *build first.*

This playbook is one of 20. Each one solves a problem almost every company has, and shows how the system works, the tools it runs on, how long it takes to build and where a person signs off. Read them all, download any of them, and send them to your team.

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Pallav Kaushish

Co-Founder, AiXGrowth

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