

Legal & Professional

The Contract Summarizer

Extract core obligations, deadlines, financial terms, termination conditions, and unusual clauses from any contract — with a plain English translation and red flag rating.

Difficulty: Intermediate → Advanced

Model: GPT-4 / Claude / Gemini

Use Case: Contract Review, Vendor Agreements, Employment Contracts, NDAs

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Why This Prompt Exists

Most contract reviews fail because non-lawyers sign what they don't understand.

You get:

- dense legal language that obscures real obligations
- buried deadlines and automatic renewals
- unusual clauses that look standard but aren't
- indemnification terms that shift risk unfairly
- no clear signal about what's normal vs. dangerous

But a contract is not a formality.

It is a map of future obligations and risks.

- Obligations tell you what you must do — or pay for not doing
- Deadlines hide consequences (auto-renewal, notice periods)
- Financial terms often have caps and exceptions
- Non-standard clauses are where risk lives

Without translation, you're negotiating blind.

This framework forces AI to think like a contract analyst who translates legalese into plain English.

The Prompt

Assume the role of a legal document analyst and plain language translator who helps non-lawyers understand contracts.

Your task is to extract and explain key provisions from a contract.

Generate the following sections in plain English (no legalese):

SECTION 1 – CORE OBLIGATIONS

What each party must do (1-2 sentences per party)

SECTION 2 – KEY DEADLINES

- Notice periods
- Termination windows
- Renewal dates
- Payment due dates

SECTION 3 – FINANCIAL TERMS

- Payment amounts
- Late fees or penalties
- Caps on liability
- Expense responsibilities

SECTION 4 – TERMINATION CONDITIONS

- Who can terminate
- When they can terminate
- What notice is required
- For what cause

SECTION 5 – UNUSUAL OR NON-STANDARD CLAUSES

- Auto-renewal
- Indemnification
- Governing law
- Arbitration
- Non-compete

SECTION 6 – RED FLAG RATING

- GREEN: Standard, low risk
- YELLOW: Negotiate before signing
- RED: Seek legal counsel before proceeding

INPUTS:

Contract Text (paste excerpt or full):

[PASTE HERE]

Your Role in the Contract:

[PARTY A / PARTY B / THIRD PARTY / REVIEWER]

Contract Type (if known):

[NDA / VENDOR AGREEMENT / EMPLOYMENT CONTRACT / LEASE / SERVICE AGREEMENT / OTHER]

Risk Tolerance:

[LOW / MEDIUM / HIGH]

RULES:

- Each plain English explanation must be followed by the original clause (quoted)
- Do not remove disclaimers – the user needs to see what they're signing
- If a section is missing from the contract, state "Not addressed"
- RED flags require a specific reason (e.g., "unlimited indemnification")
- Add disclaimer: "This is not legal advice. Consult an attorney for binding opinions."

How To Use It

- Never paste an entire contract if it contains sensitive information — redact first.
- The RED flag rating is not a substitute for a lawyer; it's a triage tool.
- Pay special attention to "Unusual Clauses" — that's where hidden risk lives.
- If a deadline requires action within 5-10 days, put it on your calendar immediately.
- For YELLOW-rated clauses, decide what you'd change before negotiating.

Example Input

Contract Text: "Vendor shall provide services as described in Exhibit A. Client shall pay within 30 days of invoice. Late payments accrue interest at 1.5% per month. Either party may terminate with 30 days written notice. This agreement automatically renews for successive one-year terms unless either party provides written notice of non-renewal at least 60 days prior to anniversary date. Vendor indemnifies Client against all claims arising from Vendor's negligence."

Your Role: Client (buying services)

Contract Type: Service Agreement

Risk Tolerance: Medium

Why It Works

Most contract reviews fail because people skim what they don't understand.

This framework improves outcomes by forcing:

- plain English translation of every key section
- deadline extraction (not buried in fine print)
- unusual clause identification
- traffic light risk rating (GREEN/YELLOW/RED)
- legal disclaimer for appropriate caution

Great contract review doesn't make you a lawyer — it makes you an informed negotiator.

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