**CONTRACT STORAGE COVER SHEET**

Please complete the below information, append this sheet to the original hard copy contract and return to the following address:

Gemma Busfield

Governance & Legal Affairs

101 Old Broadcasting House

City Campus

Woodhouse Lane

Leeds

LS2 9EN

|  |
| --- |
| **Key information** |
| Faculty / Service Area |  |
| Main party & other party involved in the agreement |  |
| Contract title |  |
| Contract type (i.e. research / enterprise / sporting / cultural) |  |
| Whether it is a main or sub-contract |  |
| Contract start and end date |  |
| Whether it relates to income or expenditure |  |
| Contract value (incl VAT) |  |
| Project code |  |
| Responsible department |  |
| Relationship manager (at Leeds Beckett) |  |
| Name, position and email address of key partner contact |  |
| Contract signatory and date signed (Leeds Beckett) |  |