**Please use this form for submitting a contract request, spend approval request and/or vendor review request**.

(\* = Required Field)

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Initial Questions

Summary:

*Briefly describe the services or products you’re buying ot the partner relationship you’re working on, including the name of the vendor/contractor/partner involved.*



Description:

*Expand on the summary, but most needed information will be requested in later questions.*





Key Initiative:

*Which key initiative does this support?*

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Data Access:

*Will the vendor or the vendor’s systems access, interact with, or store customer, contributor, user, or employee data? Examples of such data include email addresses, first and last name, addresses, phone numbers, credit card data.)*

Mozilla Related:

*What Mozilla products/services/projects does this relate to?*



Type of Contract Needed:

*Select one from the list*

Privacy Policy:

*What is the url for their privacy policy?*



Vendor Cost:

*What is the anticipated cost of the vendor relationship? (Entire Contract Cost, not monthly cost)*





Legal

Priority:

*Priority to your team*

Time Frame For Completion  
of Legal Portion?:

*What is the desired time frame to have the legal component/involvement completed*.

Cc: 

Vendor/Contractor/Partner Name: **[Include this in the finance bug as well]**



SOW Details: *Please provide the following information for the SOW*

Vendor Address: 

Vendor Email for Legal Notices: 

Main Mozilla Contact: 

Main Vendor Contact and Email: 

Vendor Services to be Provided: 

Description of Deliverables: 

Start Date: 

End Date: 

Rate of Pay:

*Include currency*



Basis for Payment:

*hourly, flat fee, per deliverable, etc.*



Average/Max Hours:

*If hourly, either average or maximum hours per week/month*



Payment Schedule:

*"When will we make payments? E.g. every 30 days; half due up front, half on completion; following acceptance of each deliverable, etc.*



Total Not to Exceed Amount: 

Any Special Terms: 

Product Line:

Vendor Services Location:

*Where will the services primarily be provided?*

Finance

Is this line item in budget?:

*If not, please explain purchase need and why not in budget.*



What is the purchase for?: 

Why is the purchase needed?: 

What is the risk  
if not purchased?: 

What is the alternative?: 

When do the items need  
to be purchased by?:

What is the shipment address  
(if applicable)?:

Please enter the full address.



Total Cost:

Please include currency type (e.g. USD, EUR)



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Thanks for contacting us. Legal, Finance, and Security bugs will be opened so those teams can work with you on this request.

**[Always open a legal, finance, and security bug. Never open a data compliance bug]**