**CONTRACT COMPLETION**

**Thesis Statement:** contracts are important for maintenance of business agreements between trading partners, i.e. buyer and seller. After making a contract agreement, it is essential for the company to regularly manage and oversee the agreement throughout its period of validity. The contract completion work is a procedural layout

**Introduction**

Definition of contract administration

Purpose of contract administration

**Statement of Expectation**

Statement of work

Definition and explanation

Contract compliance rules of both companies

Purpose of RFO in contract administration

**Selected Appropriate Contract Format**

The cost-plus format

Meaning and explanation

Reasons why it is the most appropriate

**Appropriate Terms to Incorporate from The Uniform Commercial Code**

Explanation of the uniform commercial code

Examples of the UCC terms

Purpose of the UCC terms in defining the contract

Legal terms and conditions