

## Handover Notes – ABC Matter

**Matter No:** 123456

### Key Contacts:

- John Smith (Project Director)
  - John.Smith@clientcompany.com
  - 0411 111 111
- Jane Doe (Commercial Manager)
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**Timeline:** Bid due on 20 September 2021.

### Key Documents:

Document	Status	Comments / Actions	Due
Project Deed	Draft final bid version provided by Other Law Firm on 1 September 2021. (Doc No 876543)	Check comments have been incorporated. Refer to document 'Final Bid Comments' (Doc No. 123456)  Confirm with Client Company before issuing to Other Law Firm.	7 September 2021
Project Deed Schedules	Draft final bid version provided by Other Law Firm on 1 September 2021 and updated 2 September 2021. (Doc No. 987654)	Check comments from 'Final Bid Comments' (Doc No. 123456) have been incorporated.  Confirm with Client Company before issuing to Other Law Firm.	7 September 2021
Interface Deed	Under negotiation – we are responsible for preparing first draft.	Prepare draft based on template (Doc No. 234567) and comments table (Doc No. 456789).  Incorporate further comments from email from Jane Doe to Other Law Firm on 1 September 4:47pm.	12 September 2021