RECORD GUIDE

# Two versions of a notice term

Record index / 02 February 2026

## THE PARTIES

Lantern Quay Studio commissioned Fieldnote Services to catalogue a paper archive. This fictional matter follows one term from the first proposal to the signed agreement.

## HOW TO READ THE FILE

Pages 2 and 3 contain the original offer and a response. Pages 4 to 7 record a working draft and the changes requested before signature. Page 8 contains the controlling notice clause.

## QUESTION UNDER REVIEW

How much written notice does the executed agreement require? A number in an earlier draft is evidence of a negotiating position. Check the document status before relying on it.

INITIAL PROPOSAL

# Fieldnote’s opening position

Unsigned proposal / 03 February 2026

## PROPOSED NOTICE

Fieldnote asks for 90 calendar days of written notice before an early termination. The proposal explains that project staff would otherwise have to be reassigned before the archive is complete.

## PROJECT TIMETABLE

The planned work comprises an intake inventory, a catalogue and a final transfer. Fieldnote intends to price each phase separately.

## STATUS

The proposal is unsigned. Lantern Quay has requested a discussion of the exit timetable before it can consider the terms.

CLIENT RESPONSE

# Tie notice to the handover

Response to proposal / 05 February 2026

### CONTINUITY OF THE ARCHIVE

Lantern Quay wants completed catalogue entries returned even when the remaining work is cancelled. It asks Fieldnote to estimate the time needed for a clean transfer.

### OPEN TERM

Lantern Quay has not accepted the proposed notice period. It asks both teams to distinguish the time to assemble the handover from the date written notice is given.

### NEXT STEP

Fieldnote will prepare a handover checklist and a working draft for a joint review.

WORKING DRAFT

# The proposal enters the draft

Unexecuted working draft / 06 February 2026

### DRAFT CLAUSE 7

The first working draft repeats Fieldnote’s proposed 90 calendar days of written notice. This copy is circulated for discussion only.

### DELIVERY ON EXIT

The draft requires delivery of the catalogue and a list of borrowed items. Lantern Quay requests that the list also show items already returned.

### DOCUMENT STATUS

Neither party has signed this version. Its notice period is carried forward from the opening proposal.

HANDOVER NOTE

# Separate delivery from notice

Project team memorandum / 10 February 2026

## TRANSFER PACKAGE

The teams agree that an exit package will include the current catalogue, a register of materials in Fieldnote’s possession and a dated receipt for each return.

## OPERATIONAL TEST

A named representative from each team can reconcile the catalogue against the physical archive. The teams will handle a missing item as a separate issue.

## EFFECT ON THE AGREEMENT

This note describes the handover. It leaves the duration of termination notice to the final agreement.

NEGOTIATION RECORD

# Instructions for the final draft

Joint negotiation note / 12 February 2026

### REQUEST FROM LANTERN QUAY

Remove the notice period carried forward from the opening proposal. Use calendar days and require notice in writing.

### RESPONSE FROM FIELDNOTE

Fieldnote accepts a shorter notice period if the handover package remains a separate delivery obligation.

### DRAFTING INSTRUCTION

Both project representatives ask the drafter to put the agreed number in the execution copy and identify the earlier working draft as superseded.

EXECUTION COVER

# Identify the controlling copy

Document control record / 16 February 2026

## INCLUDED FOR EXECUTION

The parties identify the clause on the following page as the final early-termination term for the archive project.

## SUPERSEDED MATERIAL

The proposal and working draft remain in this packet as negotiation history. They do not set the notice period in the executed agreement.

## READING REFERENCE

For the operative number and the form of notice, consult the signed terms on page 8.

EXECUTED AGREEMENT

# Termination and written notice

Executed terms / 16 February 2026

7.1 NOTICE PERIOD

**The executed agreement requires 23 calendar days of written notice.**

7.2 DELIVERY ON TERMINATION

Fieldnote Services will deliver the current catalogue and the materials register to Lantern Quay Studio. The two representatives will acknowledge the handover in writing.

EXECUTION RECORD

Accepted for Lantern Quay Studio and Fieldnote Services on 16 February 2026. The unsigned proposal and the working draft are superseded.