Using the template in Europe or the United States

The template is written for the UK. To use it in the EU or the United States, check the four things below. Public bodies, financial firms and some other organisations have extra rules, listed under special cases.

European Union	What to change	Who to ask
All sections	Currency and terms. Show values in euro or your own currency, say which, and use your own terms for roles and records.	Your finance team
Contract values	VAT. Each EU country sets its own VAT rates. Say whether the values you record include VAT, and treat every contract the same way.	Your finance team
Personal data	Suppliers handling personal data. Where a supplier processes personal data for you, the GDPR requires a written contract, or other binding legal act, with set terms. Use the personal data column to check each one has it.	Your data protection officer or adviser
Review and housekeeping	Keeping records. Each EU country sets how long invoices must be kept, and other records may have their own periods. Check yours before you destroy an ended contract's papers.	Your finance team and legal adviser
Special cases	Public bodies publish contract award notices where the EU procurement rules require them; those rules are being revised, so check the current position. Banks, insurers and other financial firms covered by DORA keep a register of their ICT service contracts.	Your legal or regulatory advisers

United States	What to change	Who to ask
All sections	Currency and style. Show values in dollars, and use US spelling and date formats.	Your finance team
Contract values	Sales tax. There is no federal sales tax, but many states and cities charge their own. Say whether the values you record include it.	Your state and local tax authorities
Personal data	Suppliers handling personal data. Some state privacy laws, such as California's and Virginia's, require set contract terms with suppliers who handle personal data for you. Check which laws apply to you.	Your privacy adviser
Review and housekeeping	Keeping records. Keep records that support a tax return until the IRS can no longer assess more tax on it, generally three years after filing (or after the due date, if you filed early), and longer in some cases, such as refund claims. States set their own periods. Check yours.	Your tax adviser
Special cases	Federal contractors keep contract records under the federal buying rules (the FAR), which are being rewritten: check the current position. Public companies file certain material contracts with the SEC. Healthcare bodies covered by HIPAA need written agreements with their business associates.	Your legal or regulatory advisers

Sources: the statements above were taken from official pages read on 4 October 2026. The pages are listed at policysight.com/templates/contract-register. Version 1.0, next review April 2027.

This guide is a starting point, not legal or regulatory advice, and PolicySight Ltd is not a law firm. It is a list of things to check. It is not complete and law changes. Have your own advisers confirm what applies to you before you rely on it.