

### **Unannotated Version**

The unannotated version of a contract does not contain any explanatory annotations.

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### **Annotated Version**

The annotated version of a contract contains numerous annotations that clarify certain legal concepts and guide the drafter in the process of personalizing the document. It is important to note, however, that annotated templates are only available in French.

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### **Long Form Version**

A long form version of a contract is more detailed, the clauses are more complex and they are sometimes presented in different versions to apply more precisely to different contexts.

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### **Short Form Version**

The short form version of a contract only contains the most pertinent clauses, which are written in the simplest manner. It is an abridged version of the long form version of the same contract.

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### **Benchmarking Grid**

A benchmarking grid is a comparative tool that helps someone to analyse and revise a contract that is not drafted according to the Edilex standard. The grid helps the person to find the key terms of the agreement (which are often buried in the contract), to note the corresponding clause number for later reference and to identify any omissions.

For more details, see our document entitled “Benchmarking Grid – Instructions.”