# Deadlines this week — date, clause, consequence

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3 dates · 3 articles · fictional document

**Fictional document — demonstration example**

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**Fictional document**, produced for the demonstration. **Every date points to the contract article behind it**: a date without its clause cannot be ranked, and that is what cost three deadlines in the previous half-year.

## The three dates

| Deadline | Contract | Article | Consequence if the date passes |
|---|---|---|---|
| **Friday 5 p.m.** — additional document | Val-d'Ornain contract | **Terms 6.2** | **The bid may be set aside** |
| **Saturday** — notice of termination | Vehicle fleet maintenance | **Art. 9** | **Automatic 12-month renewal** |
| **Wednesday** — indexation request | Ardennes Habitat framework | **Art. 4.3** | **Last year's prices maintained** |

## What is already prepared for each

| Deadline | Prepared | Left to do |
|---|---|---|
| Additional document | Document pulled from the store, draft written, filing receipt planned | **Approve the sending** |
| Notice of termination | Last 3 service reports, annual cost, two options drafted | **Decide: renew or terminate** |
| Indexation | Letter written, history of the last 3 annual reviews | **Choose the index** |

## The schedule for the next 90 days

| Horizon | Contractual deadlines | of which notice clauses | of which enforceable delays |
|---|---|---|---|
| This week | **3** | 1 | 2 |
| 30 days | 9 | 2 | 7 |
| 90 days | **21** | **5** | 16 |

> **The five notice clauses are the most expensive of the set**: they send no reminder, produce no incoming message, and their only trace is the contract itself. They are the only deadlines no mailbox can ever surface.

Decision on the maintenance contract (renew / terminate): _____

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