



Deadlines this week — date, clause, consequence

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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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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