

## EXHIBIT E

### Attorney Explanation Sheet

*Sample Document*

*Contract House LLC*

The following is a sample Attorney Explanation Sheet, shown here using a mutual Non-Disclosure Agreement as the example contract type. This sheet accompanies every deliverable issued by Contract House LLC. The format and structure remain consistent across all contract types; the substance is tailored to each specific engagement.

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### CONTRACT HOUSE LLC

#### Attorney Explanation Sheet

*Confidential. For Client Use Only.*

<b>Client Name:</b>	[Client Name]
<b>Matter:</b>	Mutual Non-Disclosure Agreement
<b>Engagement Type:</b>	Contract Drafting
<b>Reviewing Attorney:</b>	Maxwell Holland, Esq.
<b>Date of Delivery:</b>	[Date]
<b>Document Delivered:</b>	Mutual NDA, Word and PDF formats

#### 1. What This Document Does

The Mutual Non-Disclosure Agreement delivered with this sheet is a binding contract between two parties that establishes a confidential relationship. It prohibits both parties from disclosing specified confidential information shared in connection with a defined business purpose, requires that confidential information be used only for that purpose, and sets a defined term during which the obligations apply.

This agreement is mutual, meaning both parties owe confidentiality obligations to each other. This is the appropriate structure for conversations where both sides will be sharing proprietary information, such as exploratory business discussions, partnership negotiations, or due diligence processes.

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#### 2. What We Did

We drafted this agreement from the ground up using information provided during your consultation and the Attorney Form completed prior to drafting. We did not use a generic

template. The agreement reflects your specific business relationship, the nature of the confidential information involved, and the requirements of Rhode Island law.

The drafting workflow included AI-assisted production of the initial draft, followed by a structured attorney review using our internal Red Flag Review protocol. The reviewing attorney then read the document in full, applied professional judgment, and made all necessary edits before preparing this Explanation Sheet and approving the final deliverable.

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### **3. Key Provisions You Should Understand**

**Definition of Confidential Information.** The agreement defines what qualifies as confidential information covered by the NDA. Review this definition carefully. If there is specific information you want to be sure is covered, confirm that it falls within the definition as written. If it does not, contact us and we will address it.

**Exclusions.** The agreement identifies categories of information that are not confidential for purposes of the agreement, such as information that was already publicly known or that the receiving party can demonstrate was developed independently. These exclusions are standard and are designed to be fair to both parties.

**Term.** The confidentiality obligations in this agreement run for [X years] from the date of execution. After that period, the obligations expire. If you need a longer term based on the nature of the information involved, let us know before executing.

**Permitted Disclosures.** The agreement permits disclosure of confidential information to employees and advisors who need it for the defined business purpose, subject to confidentiality obligations. This is standard and appropriate.

**Remedies.** The agreement includes a provision confirming that breach of the confidentiality obligations would cause irreparable harm entitling the non-breaching party to seek injunctive relief without posting a bond. This is a standard and important provision in NDAs.

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### **4. Issues Identified During Review**

No material issues were identified during the attorney review of this document. The agreement is complete, internally consistent, and appropriate for the described business purpose and jurisdiction.

If you are presenting this agreement to the other party for signature, they may request changes to specific provisions, most commonly the definition of confidential information or the term length. Any proposed changes should be reviewed by this office before you agree to them.

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### **5. What Happens Next**

This engagement includes one round of reasonable revisions. If, after reviewing this document, you would like to request changes, please contact us and we will address them within the scope of the engagement.

This agreement should be executed by authorized representatives of both parties. We deliver all documents via DocuSign for electronic execution. If you have questions about the execution process, contact your attorney directly.

Once executed, retain a fully signed copy in your records. This office will retain a copy in your client file.

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**Reviewed and Approved By:**

Maxwell Holland, Esq.

Contract House LLC

Newport, Rhode Island

Licensed in Rhode Island and Massachusetts

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*This Attorney Explanation Sheet is a client communication prepared by Contract House LLC for the use of the named client only. It does not constitute legal advice beyond the scope of this engagement and does not create any obligation beyond the terms of the executed engagement agreement.*

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