

Plain Language Contract Submission Form

(Please fill in the following blanks and submit this form to the OCCC with your plain language contract submission.)

A. Contact Information

1. Contact person: _____ 2. Name of Business: _____
Address: _____ Address (if different) _____

Telephone Number: _____ Telephone Number (if different): _____
Fax Number: _____ Fax Number (if different): _____

3. Name of Business's Registered/Statutory Agent _____
Address _____
Telephone Number _____

B. Certificate of Readability

I certify that the enclosed contract submission is drafted in plain language.

(Signature of contact person) (Date) _____

C. Contract Submission Requirements

(Both written and digital versions of the submitted contract are required).

1. I have submitted a hard copy version of a plain language contract. 9Yes 9No
If no, please explain _____
2. I have submitted a digital version of the plain language contract in the following format:
9 WordPerfect
9 Word
9 TEXT
9 If no digital contract is submitted, please explain _____

D. Plain Language Requirements

Contract Type (Chapter 342 Subchapters E, F, G, or Chapter 348): _____

Font type _____
Font size _____
Flesch score (if known) _____

<p>FOR INTERNAL OCCC USE Submission Unique Number: _____ Statement of Readability _____ Written submission _____ Digital submission _____ Font type _____ Font size _____ Flesch score _____</p>
