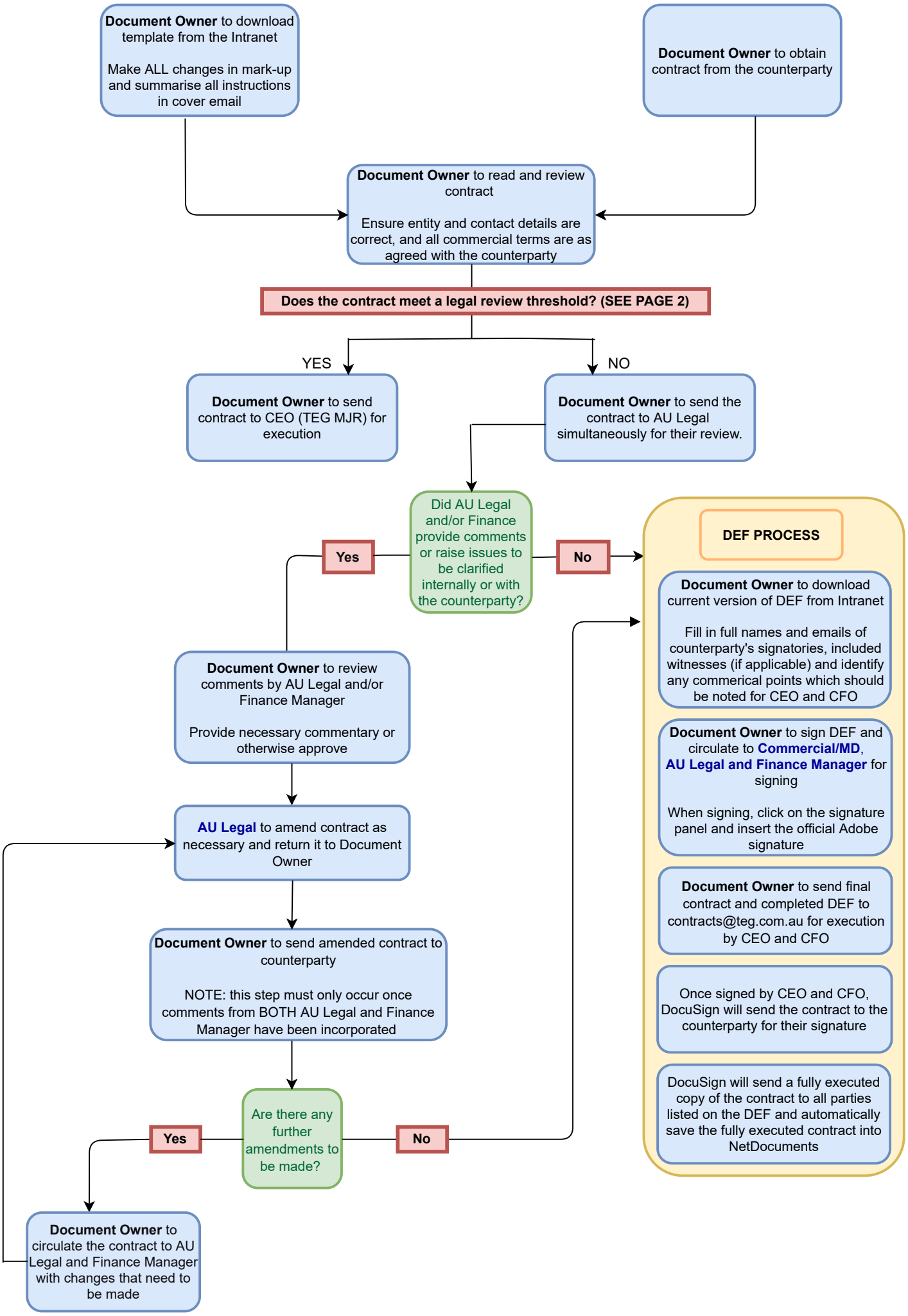CONTRACT REVIEW & DEF PROCESS