

PRACTICE FILE

Migration source extracts

A fictional practice file for checking the evidence behind imported contract records.

Use with A17 and the twenty-row `lantern-legacy.csv`. These extracts are the entire supplied evidence for the identified rows, not complete agreements. The other rows remain imported assertions awaiting source verification. Do not claim all twenty records are source-verified. Preserve the original CSV and each record ID; a clean-looking output is not proof of accuracy.

ALT-01 and ALT-01A — L001/L002

ALT-01, signed: "Service begins 1 January 2026 and expires 31 December 2026. Notice to prevent renewal must be received at least sixty calendar days before expiry. Any amendment requires written agreement by authorised representatives." No delivery address or deemed-service clause is supplied.

ALT-01A, unsigned proposal: "Extend expiry to 30 June 2027 and change notice to ninety calendar days." Empty signature blocks. A later upload date is not proof of agreement.

ELM-05 — L006

Signed teaching extract: "Expiry is 31 December 2026 at 17:00 London time. The customer may prevent renewal by a notice received no later than 17:00 London time on the date obtained by subtracting sixty calendar days from the expiry date. For this exercise only, the named contract manager's designated portal records immediate receipt and is available every day."

This deliberately supplies a complete exercise counting convention, not a rule to import into other contracts. The latest date under that convention is 1 November 2026; an internal reminder fourteen calendar days before it is 18 October 2026. Actual notice sufficiency, authority and any real service evidence would still require review. Explain the subtraction rather than calling the reminder a legal deadline.

FER-06 — L007

Signed extract: "Thirty business days' notice required before expiry on 30 April 2027." No business-day definition, holiday calendar, time zone or service mechanism is supplied. Do not substitute thirty calendar days to force a completed deadline.

JUN-10 — L011/L020

Signed extract: "Juniper Ltd; service 1 January–31 December 2026; monthly fee £1,100." Both imported rows identify this same document and repeat its fields. They are duplicate candidates: confirm document identity and whether either represents a separate obligation before excluding one from totals. Keep a merge/exclusion log and original row references.

OAK-15 — L016

Signed extract: "Annual subscription charge: £2,200, invoiced once per year in advance. No separate monthly subscription is payable." The migration column name `monthly_fee_gbp` conflicts with this source. Preserve £2,200 and period `annual`; a £183.33 rounded monthly equivalent is a derived reporting figure, not the invoice or a newly agreed fee. Show rounding and do not lose the annual original.

ROW-18 — L019

Signed teaching extract: "Expiry is 31 August 2027 at 12:00 London time. Notice must be received by 12:00 on the date obtained by subtracting thirty calendar days from expiry. For this exercise only, the designated portal records immediate receipt and is available every day."

Under that supplied convention the date is 1 August 2027; a fourteen-calendar-day internal reminder is 18 July 2027. Do not apply this result to MAP-13, DOV-04 or any other row with missing mechanics.

Your verification record

For each cleaned field, retain `record_id`, document ID, field, original value, reviewed/derived value, location, transformation and review status. Use distinct states: verified from this extract; imported/unverified; proposed amendment; missing; conflicting; not applicable with reason. An empty value is not automatically "none."

Independent check: ask a peer—or your later self without the spreadsheet—to reconstruct the annual fee and one blocked deadline from this file. Record whether the output retained enough evidence. No fictional signature, missing schedule or guessed currency should be created to make the dataset complete.