

AUTOMATE **Advanced** 60 MIN · UPDATED 2026-09-30

Automate contract review end-to-end.

Combine a Copilot Studio agent with deterministic Power Automate steps to extract, classify, and validate contract terms across a batch of documents.

MICROSOFT 365

Word

SharePoint

Power Automate

WORKS WITH

Copilot Studio

Business Outcome

Contract intake that surfaces non-standard terms for legal review in hours instead of a manual read-through of every document.

Workflow Steps

Step 1: Define what "non-standard" means

Word

Write down the specific clauses and terms (termination notice period, liability cap, payment terms, auto-renewal) and the acceptable ranges for each, sourced from your legal team's playbook. This becomes the agent's grading rubric.

Step 2: Build the extraction agent

Copilot Studio

In Copilot Studio, build an agent that reads a contract and returns the key terms as structured fields, plus a flag for anything outside the approved ranges – not a free-text summary.

PROMPT

Extract the termination notice period, liability cap, payment terms, and auto-renewal clause from this contract. For each, state whether it falls within our standard range (see attached playbook) and flag any that don't, with the exact clause text quoted.

Step 3: Chain it into a Power Automate flow

Power Automate

Use an "Apply to each" loop over the SharePoint contract library, calling the agent via the Execute Agent action for every document and writing the returned fields into a tracking list's columns, not a single free-text field – structured columns are what let you filter and report on flags later.

Add "Configure run after" on each step so one failed document (a corrupted file, a locked contract) logs an error and moves on instead of silently stopping the whole batch. Before pointing it at the full library, run it against a handful of contracts you already know the answer for – some clean, some with a deliberate non-standard clause – and confirm the flags land where expected.

Step 4: Route flagged contracts to legal

Power Automate

Have the flow notify the legal team in Teams or Outlook for any contract with a flagged clause, including the quoted clause text so they don't have to re-open the document to see what tripped the flag.

✓ Check the work

- Spot-check a sample of "no flags" contracts by hand — a false negative here means a bad clause slips through unnoticed.
- Verify flagged clause text is quoted verbatim from the source document, not paraphrased.
- Confirm the batch processed every document in the library — check the list count against the SharePoint library count.

Expected Outcome

A SharePoint list of every contract in the batch with extracted key terms, a flag for non-standard clauses, and a routing status.

Want help rolling this out across your team? **Go to Liminals.Tech** 📄