



Unparalleled Agreement and Content Management

CONTRACT ADMINISTRATION CHECKLIST

Take a moment to consider your organization's contracting environment. How efficient is your current contracting process? Is it error prone? Do you have sufficient transparency? There is always room for improvement. Print this documents out and use the following checklist to evaluate your company's contracting environment.

Contracting Security

- ☐ I can ensure employees have access only to contracts authorized
- ☐ I can ensure employees only take authorized actions during the contracting process
- ☐ I'm confident my company's contracts cannot be delivered to unintended recipients (i.e.: competitors)
- ☐ All transmission of my organization's contracts are secure including the other parties we engage
- ☐ I ensure that all desired ancillary documents are transmitted and received securely

Access

- ☐ My organization always knows the most current version control of a contract in draft.
- ☐ My organization always knows exactly what was delivered and received to/from the other party
- ☐ We have no duplicate contracts in our repository
- ☐ Our document management system works flawlessly and contracts and the check-in / checked-out procedure is followed by our employees 100% of the time.

Process

- ☐ I understand "forms of" contracts used in the past
- ☐ I ensure each draft is properly reviewed
- ☐ I'm aware of all upcoming contractual obligations
- ☐ At all times, our senior management is aware of the status of all deals
- ☐ My organization ensures transparent communication to the parties we engage
- ☐ My organization keeps all record of this communication during the negotiation process.
- ☐ My organization ensures a consistent process for negotiating legal language
- ☐ I ensure that new authorized forms of contracts are used and older versions are immediately dis-regarded

Visibility & Transparency

- ☐ My organization knows instantly when other organizations send a draft back or sign an agreement
- ☐ I understand the most commonly negotiated matters and reduce contract turnaround time by addressing these in our standard templates.
- ☐ I'm able to identify relevant parties based on contractual matters. (I.e.: I'm able to quickly assess who we have non-competes with)
- ☐ I can access all material terms for any agreement of interest instantly regardless of type
- ☐ I can quickly identify and reach all the parties we contract with.

HOW WELL DID YOU SCORE?

Authoring

- Data Intelligent, controlled agreement authoring
- Structured clause library access
- Standard and customized attribute management
- Transparent internal messaging, document storage and event management
- Date/Timestamp | Version control
- Compare all versions
- Multi-Permission based user profiles for access and actions control

Workflow

- SECURE PEER-TO-PEER INTERACTIVE CONTRACTING EXCHANGE
- Interactive on-line negotiation process for both internal and external users
- Delivery and receipt control
- Secure external messaging
- Flexible transparent internal review process
- Secure digital signature execution
- 256-bit SSL and Data Encryption
- Unlimited folder structures to organize your agreements

Reporting and Analysis

- Visual data mining across entire portfolio
- Flexible report writer for easy and quick hoc analysis
- Report on companies, contacts, agreements and agreement content
- Filter on one or more attributes and legal taxonomy
- Flexible event and critical date management in a transparent calendar
- Alerts and reminders of incoming agreements and events/dates of interest

create | negotiate | manage | KNOW



CONTACT US

info@e-Agree.com | 571 – 358- 8012

8577 Sudley Rd. – Suite D, Manassas, VA 20110