



Save money with Ncontracts® and get your contract management house in order



**Ineffective contract management costs companies just like yours hundreds of thousands of dollars every year.**

- Lack of procedures for enforcement and monitoring
- Ineffective management of expirations and renewals
- Improper invoicing against contract terms
- No central storage or access to company contracts
- No ability to quickly access summaries of material contract terms

## What is it costing you?

Ncontracts® enables businesses to effectively manage renewal options, pricing modifications, and other key terms and conditions particular to each customer or vendor - all completely online.

Ncontracts® provides a safe and secure contract storage and retrieval software application online that contains insightful summaries, alert notifications, and compliance tools. Together, these features provide our clients with the ability to reduce expenses, enhance profitability, and improve internal efficiencies by effectively managing their contracts.

Ncontracts® is the ONLY solution to feature a two-tiered paralegal contract review and implementation for maximum integrity and data accuracy.

Ncontracts® helps your organization:

- **save time and administrative resources through efficient contract management**
- **keep abreast of critical renewal dates and provisions via email notification**
- **eliminate accounting errors**
- **enforce service level contracts**
- **better negotiate vendor agreement pricing and terms**



## How you save with Ncontracts®

**Your company saves on internal expenses by eliminating manual processes such as searching for and reading through complex contracts, relying on staff to set up ad-hoc reminders, manually creating reports, and laboring to conform with document retention policies.**

## HOW IT WORKS

### STEP 1: SCANNING & STORAGE

The Ncontracts® team obtains copies of your contracts, scans them if necessary, and uploads them into the database. Since Ncontracts® is a secure, web-based solution, you can access your contracts 24/7 from anywhere in the world with an internet connection.

### STEP 2: PARALEGAL SUMMARIES

The Ncontracts® team consults directly with you to establish tracking categories for all contracts to ensure that the contract summaries developed will be highly beneficial for your company.

### STEP 3: EMAIL NOTIFICATION

Our first team of paralegals carefully reviews and summarizes each contract based on pre-determined categories. Our paralegals also set up sequences of automated, custom email and document retention notices and reminders to ensure that no critical contract terms and dates are overlooked.

### STEP 4: PARALEGAL CONFIRMATION

Our second team of paralegals compares the summaries with the contracts and confirms the accuracy of the information.

### STEP 5: ORGANIZATIONAL TRAINING

After the initial implementation is complete, the Ncontracts® team provides training and the “keys” to the fully populated system are turned over to you for immediate use.



*“Ncontracts® is well designed and very easy to learn and use. The paralegal summaries are very useful in providing easily accessible information in business friendly language, simplifying complex issues.”*

**J.B. Garrett, CFO, GrandSouth Bank, Greenville, SC**

*“Ncontracts® is an indispensable tool for us to keep track of all vendor contractual commitments to save us money.”*

**Tom Moore, Owner, Smoothie King**

## Benefits of Ncontracts®

### **We are experts at contract review and management.**

Your contract management system is only as reliable as the data that's in it. What makes Ncontracts® unique is our human element. We are the only contract management solution that utilizes experienced (domestic) paralegals to review and summarize each and every contract.

### **We save you money.**

Our web-based contract management application gives you the ability to reduce non-personnel operating expenses 2%, enhance profitability, lower administrative costs 25%, and improve internal efficiencies by effectively managing ALL of your contracts using one solution.

### **We do the work.**

Within weeks, after our implementation process, you will receive the “keys” to a fully functional, populated system that has integrity and is immediately useful to your company.

**[www.ncontracts.com](http://www.ncontracts.com)**

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