

# Be Remarkable.

## CONTRACT LIFECYCLE MANAGEMENT SOFTWARE

### Software Overview

- Greatly improves management of contracts and business agreements across your entire enterprise, maximizing the value of each and every business agreement.
- Helps drive better management decisions with its analysis tools and standard and ad-hoc reporting capabilities.
- Central Repository means accessing contract and agreement data from any location in your entire enterprise is fast, easy, and reliable.
- Powerful action items and sophisticated tracking let you stay in full control of contract obligations such as dates, events, commitments, fee schedules, and payments.
- Advanced contract search capabilities enable rapid contract retrieval and comparison using a wide range of querying and reporting tools. Search across multiple document formats with Global Search.
- Advanced workflow creation/authoring tools help automate contract approvals, escalations and more.
- Expedite contract creation and authoring by providing personnel with a library of contract templates, approved language, and even "alternative" language.
- Collaboration tools such as redlining, history/audit trails, and check-in/check-out version control (revision tracking) improve communication, enforce control, and accelerate contract creation and negotiation, ensuring contracts are negotiated and created quickly and accurately.
- Flexible deployment options with no complicated set-up and implementation phases. Deploy On-premise Web, On-premise Client/Server, or use our monthly subscription model Software-as-a-Service (SaaS).
- Support and Service options such as Training, Technical Support, Data Conversions, Hosting, and Customization let you take full advantage of the software.

### Additional Available Professional Services

- On-site and Custom Training
- System Consulting
- Development & Customization
- Data Migration & Conversion

### OVERVIEW

Contract Logix can help drive your everyday business by maximizing the value of your contracts. Quickly streamline your contract management process; drastically reduce contract management time, and simplify contract authoring and administration.

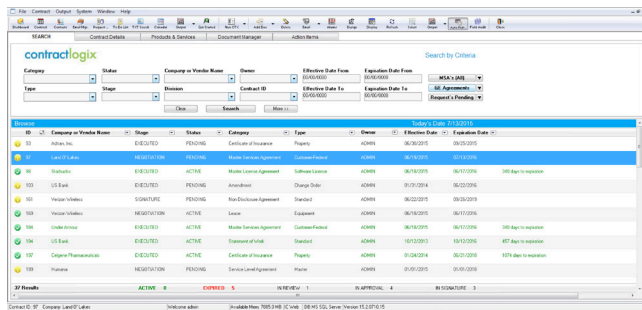
Use comprehensive tools to manage the entire contract lifecycle for any type of business agreement; from initial negotiation, to creation and authoring, to tracking and reporting, through contract renewals.



## How It Works

### Central Repository

The Central Repository secures your contract data and documents and makes accessing data quick, easy and reliable. Easily locate and manage all data related to any type of contract or agreement.



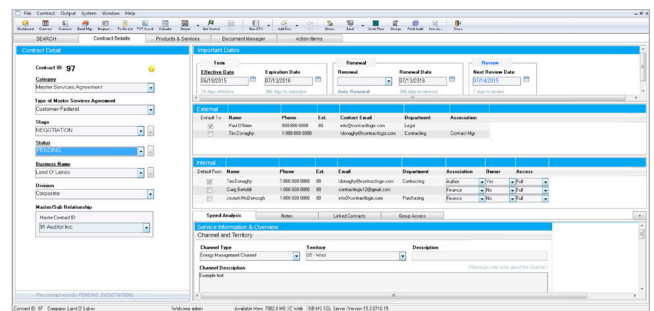
Contract Logix's central repository allows you to easily organize, manage and track any type of contract or business agreement.

### Data Entry Features

Throughout Contract Logix, there are drop-down lookup tables, drop-down calendars for date fields, and built-in validation rules to assure quick and accurate data entry. You can customize specific data entry screens and organize them to follow your contract management processes. Using Request Handling you can define and collect unlimited data for different contract types and categories. You can also define Master/Sub Relationships for any type of agreement.

### Proactive Tracking and Alerts

Sophisticated tracking features help you stay in full control of your contract obligations such as dates, events, commitments, fee schedules, and payments. The system will automatically alert you of contract requirements and details. Extend alerts with our advanced Workflow Module.



Proactive Tracking alerts ensure you never miss another important deadline.

### Request Processing

Streamline inbound request processing and leverage the productivity benefits of a self service portal. Capture any amount of data and documents from internal or external requesters. Dynamically route requests to the correct person/department and automatically trigger workflow steps to keep your process on track.

### Action Items and To Do Lists

Action Items and To Do Lists help link operations to contracts so all parties can be proactively notified of upcoming commitments and related dates. This helps maintain proper visibility into contract deliverables and obligations reducing and mitigating contract risk. Automatically create Action Items with our Workflow Module.



## Collaboration Tools

During each phase in your contract lifecycle, each party takes specific actions that may go unnoticed without the right tools tracking and securing each update. Contract Logix's Collaboration Tools streamline these processes, making assembling, reviewing and managing contracts easier and more accurate. Powerful document change features highlight the exact changes made to the contract by both parties. Version control with secure check-in/check-out features track where the document is during each phase, and extensive red-lining and comparison capabilities improve information for all stakeholders.

## Global Search

Search for & track any key terms for every form of agreement, including all metadata, documents, scanned images, PDFs, Microsoft Office file formats, and more.

## Microsoft Word and Adobe Acrobat Integration

Tightly integrated with the full Microsoft Office Suite and Adobe Acrobat with support for Word, Excel, Powerpoint, Acrobat PDFs, and other standard business formats.



## Contract Creation

Expedite contract creation and negotiation by providing personnel with a repository of contract templates, approved language, and even "alternative" language. Contract Logix's intuitive user interface lets you generate any type of contract quickly and accurately. A flexible set of secure, rules-based contract creation tools ensures contracts are always accurate and contain "approved" templates, terms and language. Improves business communication, enforces contract control, and accelerates the contract management lifecycle.

## Fee Schedules

Fee Schedule features let you define and track fees and billing data or payments for products and services tied to a contract or agreement.

## Contract Templates

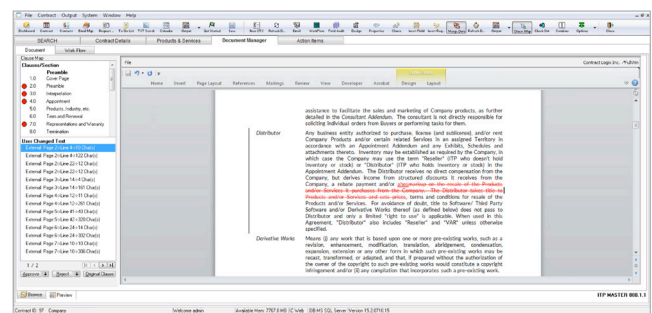
Contracts can be generated from a convenient template library improving document consistency and compliance. The contract template library facilitates drag and drop creation of any type of contract. The data merge feature allows any data captured within the software to be automatically merged or added into a document template as it is created. The system will automatically number your entire document and renumber it if clauses are added, removed, or repositioned. Security settings prevent templates from being viewed, edited, or checked out by unauthorized users.

## Clause Library (Approved Language)

The Clause Library is a central repository which allows import, storage and setting of authorized use of legal clause language and alternative language. Smart Clause features can dynamically insert clauses based on your data screens and captured data criteria.

## Version Control

Maintain version control and compliance with secure features such as document change management, check-in/check-out controls, document comparison, and global update functions.



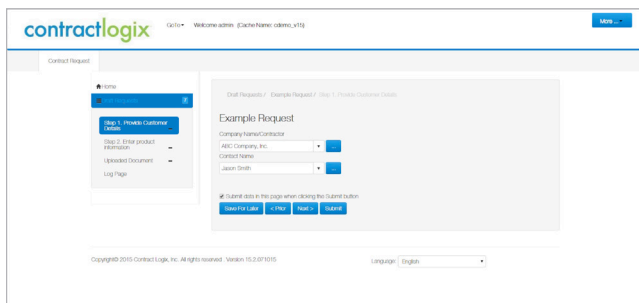
Version Control features and extensive document management capabilities help maintain accuracy and control for all of your agreements.



## Contract Logix Best Practices

### Request Handling

Streamline inbound request processing and leverage the productivity benefits of a self-service portal. Capture any amount of data and documents from internal or external requesters. Dynamically route requests to the correct person or department and automatically trigger workflow steps to keep your process on track.



Request Handling features streamline inbound requests for enhanced productivity.

### Reporting and Analysis

Advanced standard and ad-hoc reporting features enable easy creation of user-defined reports, providing you with accurate and reliable key performance indicators and analytics. With today's increased regulatory reporting requirements you can track terms, value, contract types, renewal ratios, historical performance, noncompliance, or assist during internal or external auditing processes.

### Security and Roles

Role-based permissions expand on the Contract Logix core security. The Administrator sets up individual role assignments for each user, and these roles determine which menus, options, screens, buttons, and fields each user can access.

### History and Audit Trails

Built-in history and audit trail functionality help produce more accurate company records and track all modifications to contract data. Build consistent contracts and keep accurate records for Sarbanes-Oxley compliance and compliance for other legislation in case of a company audit.

### Document Management

Contract Logix's extensive Document Management features give you an easy way to locate all associated contracts and supporting documents for a particular person or company.

Document	Term	Category	Document Name	Ext	Rev #	Description	Check Out By	Check Out Date	Created By	Created Date
1.2	Amendment	Master Services Agreement	Example Document - Cap 883.2	PDF	1.2		admin	06/30/2015	admin	06/30/2015
1.2	Amendment	Master Services Agreement	Example Document 883.2.2	PDF	1.2		admin	07/01/2015	admin	07/01/2015
1.1	Amendment	Master Services Agreement	Example Document 883.1	DOC	1.1		admin	07/09/2015	admin	07/09/2015
1.0	Amendment	Master Services Agreement	Example Document 883.1.2	DOC	1.2		admin	07/09/2015	admin	07/09/2015

Version	Action Type	Date	User	Ext	Action Detail
1.2	Check In: Signoff From Draft	06/30/2015	admin	PDF	
1.2	Check Out: Lock 1.2 Cap Request	06/30/2015	admin	DOC	
1.2	Check In: Unlocked	06/30/2015	admin	DOC	
1.1	Checked	06/30/2015	admin	DOC	
1.1	Check In: Unlocked	06/30/2015	admin	DOC	
1.0	Check Out: Lock 1.0	06/30/2015	admin	DOC	
1.0	Checked	06/30/2015	admin	DOC	
1.0	Check In: Unlocked	06/30/2015	admin	DOC	
1.0	Check In: Unlocked	06/30/2015	admin	DOC	

Contract Logix's Document Manager gives you an extended view into your documents providing you the ability easily locate, view, and author your documents.

## System Modules

### Report

The Report Module is a user-friendly, ad-hoc report writer that allows you to create unlimited varieties of custom reports. Its easy to use interface and auto-linking technology allows end users to report on any data field within the contract database.

### Creation

Contract Logix's Creation Module lets you generate any type of contract quickly and accurately. A flexible set of secure, rules-based contract creation tools ensures contracts are always accurate and contain "approved" templates, terms and language. Improves business communication, enforces control, and accelerates the contract negotiation, creation and authoring, and approval processes.

### Workflow

The Advanced Workflow creation and authoring Module minimizes the opportunity for error and oversight, providing an invaluable management tool. Automate contract approvals, escalations and routing. Workflow tools include; Customizable Workflow Steps, Automatic Action Item creation and tracking, application and document routing, Online Workflow Dashboard, and Automatic Notifications.

### Data & Application Integration Suite

Powerful integration tools that allow real time sync & sharing of data and documents to and from other applications like: Salesforce, SAP, Oracle, Dynamics and many more.

## Deployment Options

Contract Logix provides flexible implementation options to meet the demands of any size organization, from large multi-location deployments, to corporate-wide single location deployments, to scaled-down deployments for smaller businesses and user groups.

### Options include:

- On Premise
- Software-as-a-Service (SaaS)

Our scalable solutions make it easy to integrate our software into your technical environments and systems with no complicated set-up and implementation phases.

## Services

### Training

Contract Logix's training courses are designed to improve your efficiency and productivity. Training is available for all users; new users, users requiring a refresher course, or advanced users. We offer a variety of training options such as online virtual classrooms, classrooms at our facility, and on-site training at your location.

### Support

Contract Logix provides you with a host of support and maintenance offerings, ensuring you can take full advantage of the software solutions. As your organization grows and changes our support services will help you adapt and respond.

### Data Conversion

Contract Logix employs experienced Data Conversion Specialists to convert your data, eliminating concerns about extended downtime and assuring you of accurate data transfer.

### Customization

Contract Logix will customize our software products upon customer request to meet your specific contract management needs.

## Key Features

As the most complete contract management solution available, Contract Logix is feature-rich with all the tools you need for contract negotiation, creation and authoring, tracking and reporting, workflow and routing, and renewals.

- Central Repository
- Capture Any Unique Data
- Proactive Tracking and Alerts
- Action Items and To Do Lists
- Global Searching and Filtering
- Contract Creation
- Fee Schedules
- Data/Application Integration
- Document Management
- Microsoft Office Suite and Adobe Acrobat Integration
- Contract Templates
- Clause Library (Approved Language)
- Version Control
- Standard and Ad-Hoc Reporting and Analysis
- Multi-Level Security and Roles
- History and Audit Trails
- Sarbanes-Oxley Compliance
- Workflow Management
- Collaboration Tools such as check-in/check-out, document comparison and red-lining tools

To download our complimentary white paper, "Top 10 Best Practices for Contract Lifecycle Management," visit us on the web at <http://info.contractlogix.com/bestpractices>

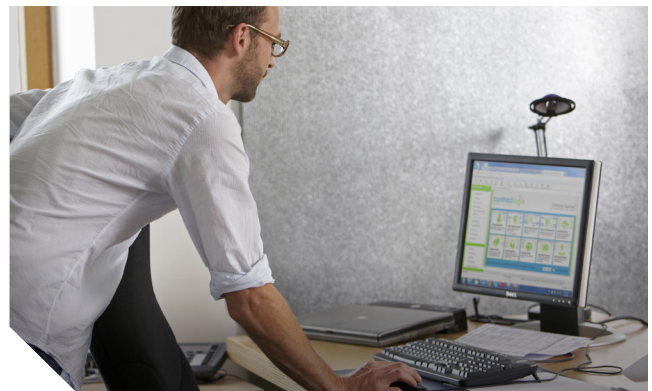
## About Us

Since 2006, Contract Logix has been a leading provider of contract management software, offering a wide variety of software products, services and managed hosting solutions. Contract Logix software has been deployed to hundreds of customers in over fifty industries worldwide.

## The Contract Logix Difference

Contract Logix, Inc. delivers customer value by providing today's leading software solutions to 1000+ organizations ranging in size, type and industry. Since 1997 we've developed intelligent software solutions for various companies; from simple, smaller company installations to sophisticated multi-location web deployments for larger organizations.

We are passionate about the success of our customers, our employees, and our "intelligent contract management solutions." We realize our growth comes from creating successful customers, and meeting and exceeding their expectations. Our established reputation for providing powerful, yet easy-to-use solutions, coupled with our pursuit of the highest level of customer satisfaction, represents compelling value for our customers and inspires pride within our organization. Our deep set of service offerings and business processes make it exceptionally easy for our customers to do business with us. Our passion remains crucial and drives our team of highly talented individuals in the pursuit of success.



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