



Contracts are the new gold

Discover how to monetize your contracts
with contract management

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01 Introduction

Whether your company is a start-up or a mature enterprise, you can gain money with your contracts.

If this statement is news to you, you might want to start looking into contract management. If you already knew this, then what are you waiting for?

You spend lots of time negotiating a deal to achieve the highest possible value. But **what happens once the contract is signed?** It disappears in someone's mailbox, an Excel-sheet, a shared drive or a general data management system. In either of these scenarios, you are likely to be sitting on a hidden gold mine. Check if this is the case for you on

Are you new to the wonders of contract management? On [page 10](#) you will discover if managing your company's contracts could be simplified. If you think that you are currently not yet tapping into the potential of your contracts, it is possible to start doing so today. How? **We show you the tools and features you need** to follow up on your contracts with hardly any effort. Skip to [page 10](#) to learn more about them.

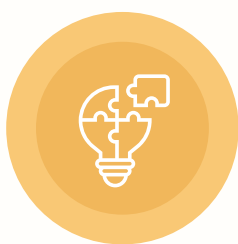
Last but not least, we have a couple of extras prepared for you. In the addenda, you will find 3 tools to simplify your journey to efficient contract management. In addendum I [page 11](#), you learn **how to introduce contract management in your company** in a step-by-step guide. Addendum II [page 21](#) helps you **draft an overview of the contracts you currently have in your organization**. Addendum III [page 27](#) shows how easy it can be to **set up contract management in 5 easy steps**.

Well, you are all set to go. Happy reading!

02 About Contractify

Contractify is the leader in personal contract management support and expertise. **Our mission is to improve efficiency in contract management, so we can help professionals to focus on the things that really matter.** We celebrate over 10 years of experience in contract management with professional clients in all industries.

In each collaboration, we strive to live by our 3 values:



**Solution
oriented**



**Trustworthy
expertise**



**Close
collaboration**

These values are reflected in our cloud platform. We designed Contractify as an easy-to-use contract management solution to share our extensive experience with organizations of all sizes.

Want to discover more about Contractify? Come and visit us on www.contractify.io
See you there!



03 Risky business

which situations are costing you money?

Contract management is a form of risk management. That is why our **clients perceive contract management as a true lifesaver**. Let's take a look at all the costs you are able to cut without having to cut in your business.

In your current company, have you or a colleague..	Yes? Here's what it is costing you:
Noticed a contract had automatically renewed but did not add value to the company?	Depending on the product or service that is agreed on (water dispensers, office rent, etc.) this can amount to thousands of euros per month, over an average of at least 6 months. Example: <i>Your office has become too big or too small. There's an urgent need to move but the rent contract's termination date has just passed. You are stuck in your small/big office for another 3 years.</i>
Had the feeling your supplier did not provide all the products or services agreed on in the contract ? Or forgot to deliver products or services as a supplier yourself?	IACCM studies show that 30% of what was agreed upon in contracts is not executed correctly. This results in 9% loss of value over the lifetime of a contract (e.g.annual discounts, fixed prices, indexation, warrants, ...). Knowing what is in your contracts and having all relevant documents in one place, helps disputes to be settled in a matter of minutes instead of days. As a supplier, not following up on your contracts consistently will cost you the value of not just your client. Due to bad word of mouth, it will harm the influx of new customers in the long run as well.

Struggled to gain an overview of your contracts?

Chances are crucial contract information is getting lost. Just think about last-minute handovers due to illness or employees leaving the company. The contract's earlier versions or addenda are often forgotten or inaccessible. This causes the person involved in contracts to spend +/- 1 hour per week looking for the right information. Not having all contracts in one place also makes it difficult to align multiple divisions or offices.

Example: *Centralizing the facility contracts of different offices often shows different suppliers are hired for the same service. Sometimes the same supplier even charges different prices for the same product/service in one organization. Grouping multiple contracts with one supplier results on average in 7% savings.*

Experienced **bottlenecks or follow-up errors** in your contract flows?

Inefficient workflows cost approximately 1,5 hours per person involved per month. Think about the time & money you spend printing a contract, signing it, scanning it and sending it to the other person(s) involved... only for them to repeat the same tasks. With e-signing, this whole process is finished in just a couple of clicks. Same goes for following up on your contracts on time.

Example: *On a €10 million revenue forgetting to index 20% of your sales contracts, easily costs you €40.000. Not just this year: the amount of money lost accumulates each year in the future as well.*

Procrastinated digitalizing your contracts?

Not digitalizing makes moving to a new office a tedious task. Packing everything up and checking the relevancy of the documents takes hours of manual work. And just imagine exposing your contracts to water or fire damages and safety risks such as theft or corporate espionage. This sort of damage is often irreversible and affects the business directly.

We know you came across at least one of the situations on the previous page. But we also know you are not alone.



25%

of all contracts are
untraceable



65%

of all contracts have
missing information



30%

of agreements are not
executed correctly or fully



70%

of contracts are tacitly
renewed, of which 4% by
accident.

Chances are you once tried to introduce a contract management system. Or maybe you wanted to digitize your contracts but lacked either

- time,
- resources or
- money to do so.

In this case you should know that contract management actually generates more profit for your business. It improves efficiency, accountability and reduces manual errors on all levels.

By streamlining the contract flow, you will even free up time for both you and your colleagues . Time you can spend on what really matters.

Business owners who have a grip on their contracts spot opportunities more easily, make more informed decisions and monitor risks better. Additionally, automated approvals improve active participation by all stakeholders throughout the contract flow.

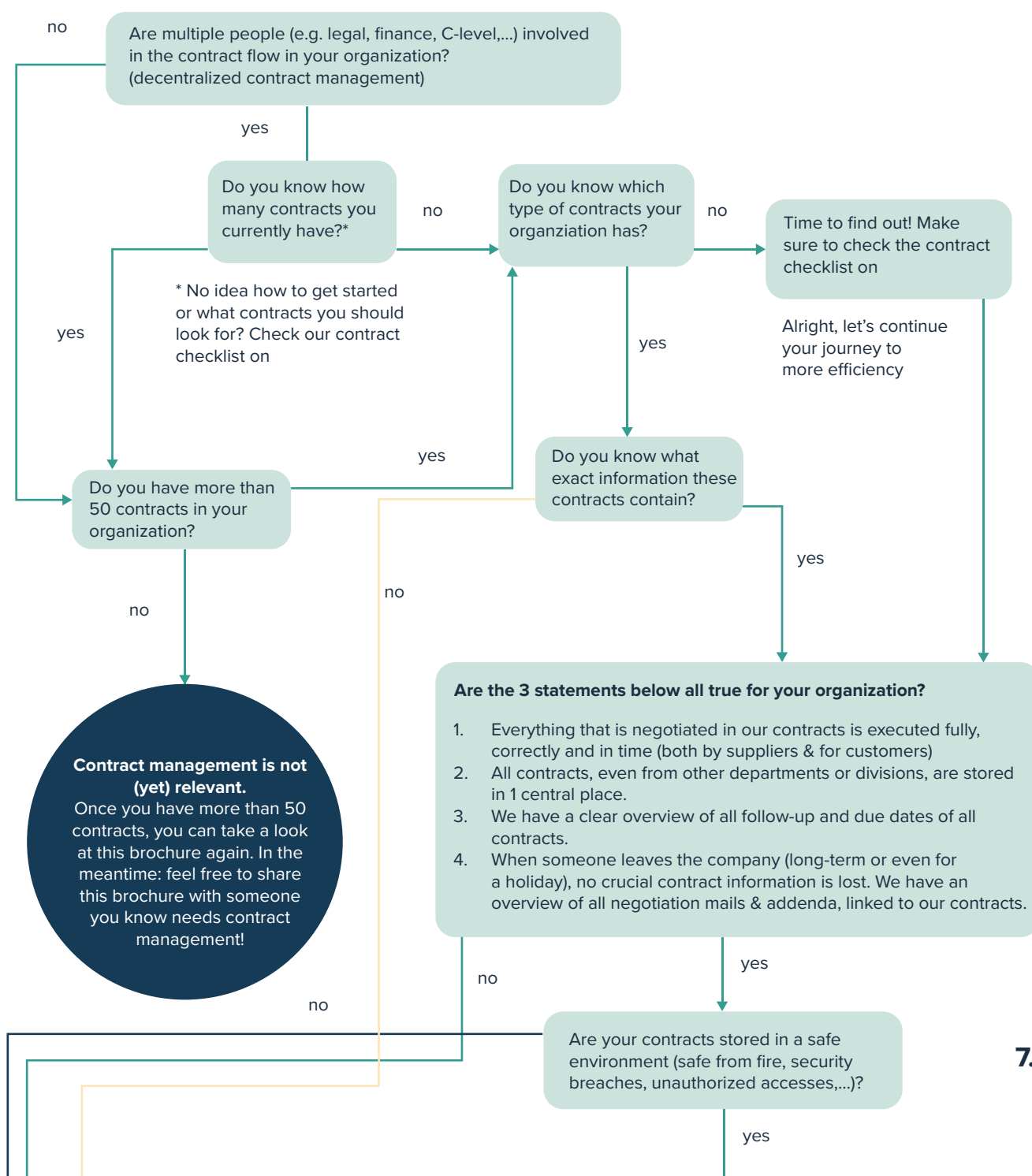
Many of our clients acknowledge that contract management changed both their job experience and involvement with the company for the better.

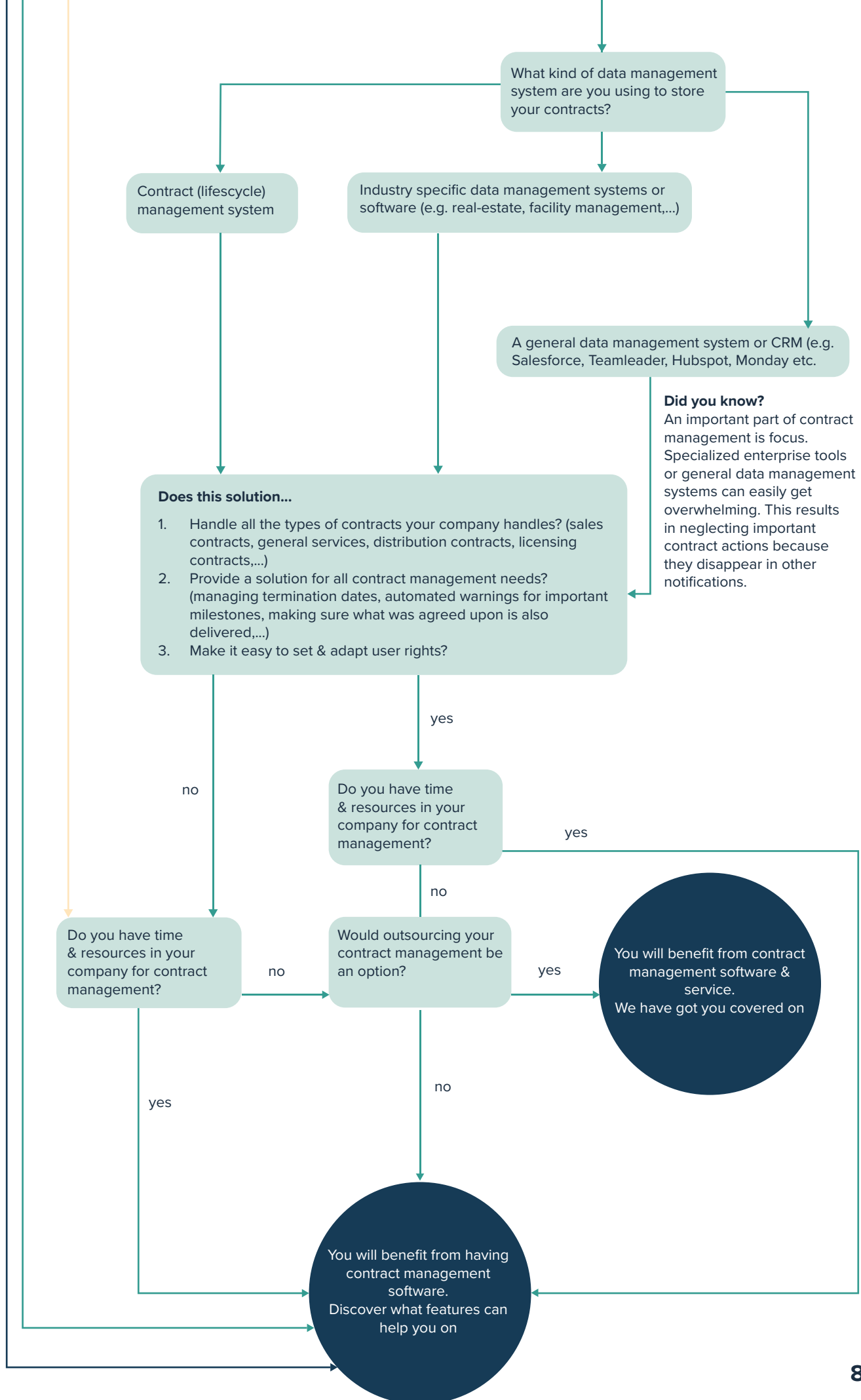
And let's be honest, knowing all your contracts are readily available to the right people & are being followed-up at all times, will certainly give you peace of mind.



What is the best solution for you?

We help organizations experience efficiency through easily integratable & personal contract management software. But do you really need contract management? And if you do, would you need an extra helping hand or do you have everything covered? **Let's find out!**





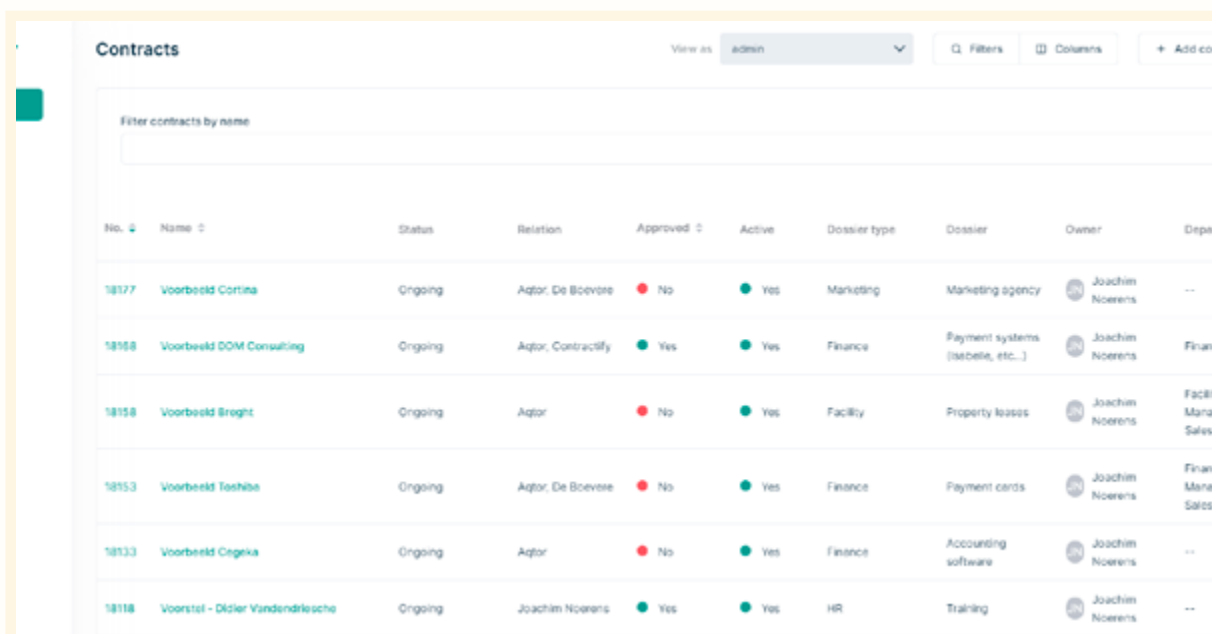
Monetize your contracts with contract management

By now, you have figured out that contract management software is essential for an efficient workflow. Contractify's contract management tool is designed with years of experience in managing contracts. The result is an easy-to-use tool with top-notch features. Let's explore them!

I. Contractify software features

1. Contract overviews

Organizations can't manage what they can't track or see. All contracts and documents in your inbox can be mailed to Contractify in an instant. Find every contract you need, whenever you need it with elaborated search options. Each contract is summarized with metadata, relevant documents, tasks & notifications. Even uploaded PDF files are made searchable in an instant.



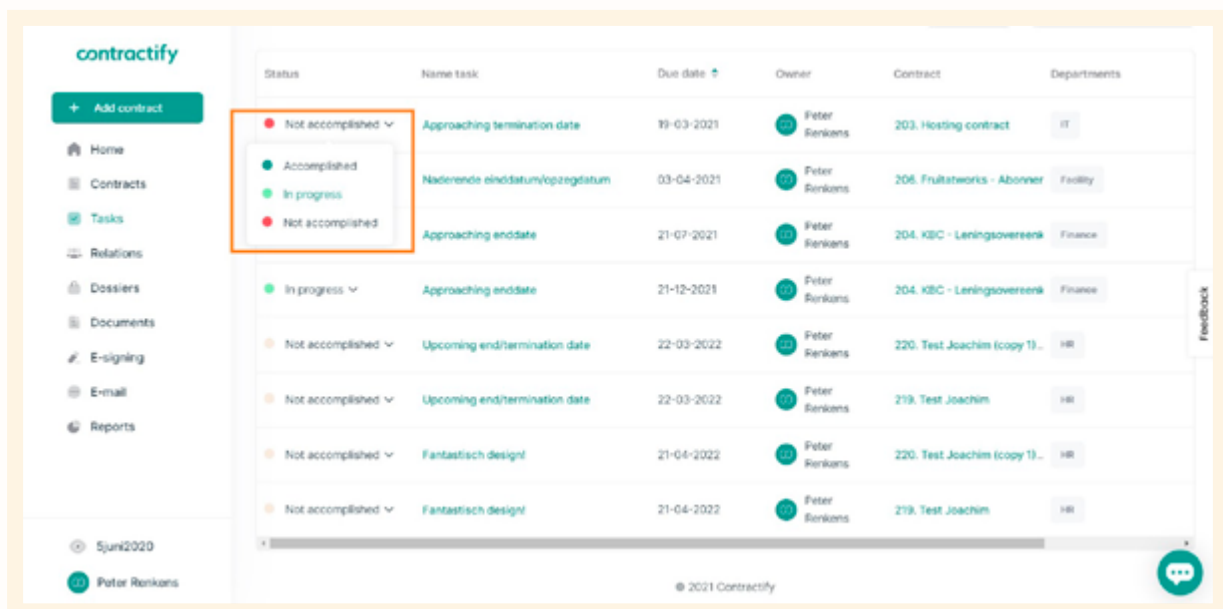
No.	Name	Status	Relation	Approved	Active	Dossier type	Dossier	Owner	Depart
18177	Voorbeeld Cortina	Ongoing	Aqtor, De Boevore	No	Yes	Marketing	Marketing agency	Joachim Noerens	---
18158	Voorbeeld DOM Consulting	Ongoing	Aqtor, Contractify	Yes	Yes	Finance	Payment systems (Isabelle, etc...)	Joachim Noerens	Finan
18158	Voorbeeld Breght	Ongoing	Aqtor	No	Yes	Facility	Property leases	Joachim Noerens	Facilit Manag Sales
18153	Voorbeeld Tashiba	Ongoing	Aqtor, De Boevore	No	Yes	Finance	Payment cards	Joachim Noerens	Finan Manag Sales
18133	Voorbeeld Cegeka	Ongoing	Aqtor	No	Yes	Finance	Accounting software	Joachim Noerens	---
18118	Voorstel - Didier Vandendriessche	Ongoing	Joachim Noerens	Yes	Yes	HR	Training	Joachim Noerens	---

2. Tasks and flows

The in-app task overview lists all current and future actions. Finished tasks are added to the completed tasks backlog. Assign task to work or approval flows to streamline your processes. These flows help you follow up each phase proactively and to get feedback or input from colleagues. As a team lead you can even receive automated notifications when actions are required by a team member.

3. Automated notifications

Automated e-mail notifications provide you with a proactive follow-up of your contracts and their due dates or milestones. In one mail, you see what to do, on what contract and when to do it (volume discounts, price increases, restitution of deposits, etc.).



4. E-signing

Create a faster and more secure digital signature process with our partnering software Connective. This software complies with the highest legal requirements in the world (Directive 1999/93/EC and Regulation 910/2014 (eIDAS) and in the United States (the UETA and E-SIGN decisions). Using e-signing, you will have a clear overview of all documents that are signed or need signing at all times. When a document is fully signed by all parties, it is automatically uploaded to Contractify.

5. Teams & user management

Contractify keeps all your team members aligned and informed on one shared platform. Each team member can easily be assigned a role: user, manager or admin. With the reading access rights you can determine which contracts a user is allowed access to. In addition, you can assign a user to specific departments and locations. This way, a user only sees the contracts assigned to him. All contracts and tasks can also be transferred temporarily or permanently to another user when a colleague leaves the company.

6. Dossiers

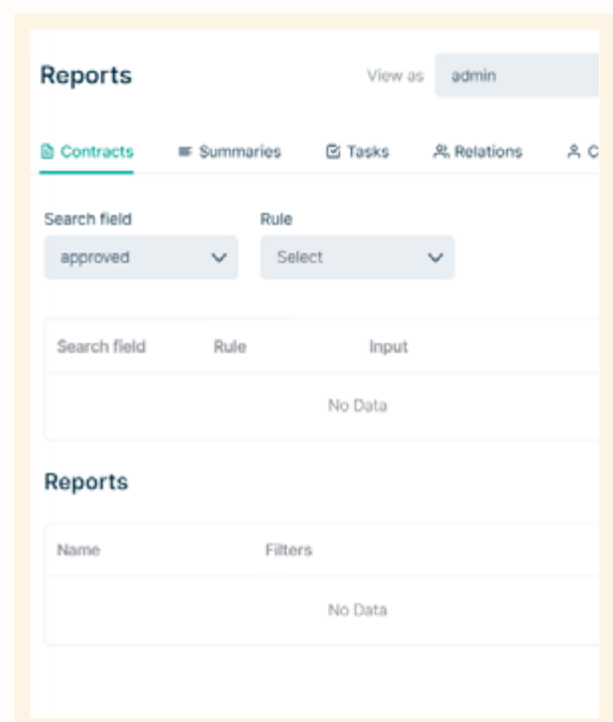
Do you want to have an overview of all your IT contracts? Or more specifically the hosting contracts? This innovative feature gives you a quick list of a specific set of contracts. It allows you to quickly find optimizations across various departments or branches. You do not even need to know which suppliers you are working with.

7. Reporting

Gain insights from the large amount of contract data you already have within the organization. You can report on all information registered in Contractify to make data-driven decisions. Improve your business processes on auto-pilot with recurring personalized reports in your inbox each month, quarter or any desired recurrence.

8. User-friendly implementation

Specialized enterprise tools can easily get overwhelming. Contractify is easy to use, lets you focus on contracts only and is cheaper than most tools. Your environment can get set up according to your needs and is easy to alter later on. Integrating the software in your existing tech stack is made child's play by its modularity and integrations via Userfull.



II. Contract management software and services

Want to level up or delegate parts of the contract management process? Rely on our experience. Over the past 10 years, we have helped hundreds of professionals to reap the benefits of efficient contract management.

There are 3 reasons clients rely on us for contract management support. They need:

1. A trustworthy and personal approach that is not available in-house.
2. Up-to-date expert advice regarding optimizations in the field of contract management.
3. A time-saving and easy solution to regain grip on their contracts.

and that's exactly what we have to offer you too.

Intro	Business	Expert
<ul style="list-style-type: none">• Registration of contracts and all accompanying documents• Milestones (end dates) follow-up• Completion check: making sure all attachments that are referred to in the contract are present• Note of ambiguities or missing information• Request all missing or unclear items from suppliers• Expert contract management advice• 24/7 available via in-app chat• Customer support via telephone during office hours (8.30 AM - 5.30 PM CET).• Regular status calls & 1 face-to-face meeting per year	All intro features + Creation of all relevant follow-up tasks (e.g. requesting the deposit back after expiration of the contract)	All business features + Summary of the contract and annexes

We will definitely find a tailored solution that best fits your business needs. [Schedule a demo](#) with one of our experts today to get started!

What do our customers think of our services?

“The service and empathic way in which Contractify deals with customers is exceptional”

Huge responsiveness and dedication to doing a perfect job. It's a pleasure to work with the Contractify team. With their new service and associated saas-environment, they ensure that contracts can be easily followed up. Highly recommended!

- Tim Duhamel, Insites Consulting

“Contractify actively helps to find solutions.”

The support given by the staff at Contractify is truly outstanding. For our project, the team was accessible each and every day and the response time was super short. I especially like the wide range of possibilities the search function offers and the ease of uploading documents by e-mail.

- Elien V, Het Poetsbureau

“Contractify is a money saver!”

The software is easy to use and data gets stored perfectly. The personal service you get with the software makes it a full package. What I like most about Contractify is the timely reminders I receive of a contract coming to an end, or a deadline to give notice to cancel a contract. These notifications in the end save a lot of money for the company.

- Cathérine T, Head of Office Experience

Addenda

HOW-TO GUIDE

Introducing contract management in your company.

A goal without a plan is just a wish.

Do you want to introduce contract management in your company, but you don't know how? Use our step-by-step plan to find the best solution.

Before choosing a specific technology, it is crucial to gain more insight into your staff and business processes. You could have the best tool on the market, but if nobody uses it, it won't help you.

That is why you should start at the beginning: get an understanding of the current contract management process. What works and what doesn't? What is your actual motivation to implement software?

1. You have taken on a new role and would like to improve current processes and systems.
2. Your company is growing quickly and you would like to have more control over all contracts and agreements made.
3. ...

Once you have found the answers to these questions, let us take the first step to more efficiency.

1. Get a buy-in in your organization

Make sure key stakeholders are engaged before you spend too much time and energy looking at different solutions. Consult the people responsible for contract management. Specifically, ask them for input and identify which day-to-day tasks within the contract lifecycle could be improved.

2. Determine who will be involved and affected by the new solution

Contract management impacts different individuals, departments and branches in your organization. Try to involve the most important stakeholders in the decision-making process. Who is affected by the software and who is involved in the decision-making process? Find out how a solution would make their lives easier. This will also give you an idea of the number of users that need access to the tool. Are you looking for a solution that eases the work of the legal team? Or that of several departments? Or the entire organization?

3. Determine how many contracts need to be digitalized

Whether you want to digitally manage all existing or only new contracts, collect as many as you can find with our Business Contracts Checklist. This will give you an idea on the current situation. Make sure you can retrieve and consult all contracts, agreements and documents, so you can immediately reap the benefits of the contract management system once it is in place.

4. Decide on what you want to achieve with an online solution

There are dozens of contract management systems on the market, but each one focuses on different phases of the contract lifecycle. Therefore, we recommend making a list of the must-have and nice-to-have features you desire to use in the future. This will help you prepare for future meetings with a series of vendors. The list of features should be based on your specific needs and objectives. If you have numerous contracts but no in-house capacity or know-how to follow up on them correctly, check how contract management services can support you. If you want to know more about contract management support, you can contact us via www.contractify.io.

5. Determine your budget

As with any decision, the choice for a particular CMS will depend heavily on the budget. It is therefore advisable to determine your budget in advance. With a clear budget in place, you can focus on finding the right solution.

6. Match the available solutions to your needs

Look for solutions that will have most impact on your specific contract management needs. This will allow you to reach your objectives as quickly as possible. Fortunately, there is a right solution for everyone. If you want to discover how Contractify fits your needs, try it for free or schedule a demo with one of our experts via www.contractify.io

7. Convince management with a demo of your desired solution

It is important for stakeholders to get a complete picture of the tool and the opportunity to ask all their questions. With a demo adapted to the needs of the organization, you pave the way towards the final step: the decision.



CHECKLIST

Do I have enough contracts for a CMS?

At least 12 prospective customers ask us this question every day. Each time, we can give them a resounding “yes”. Our experience shows that from 50 contracts onwards, a contract management software (CMS) is definitely worthwhile.

Managers often underestimate the number of ongoing contracts in their organization. We completely understand that. Many seemingly unimportant contracts are easily overlooked. Nevertheless, they do make a difference to the organization. That is why we want to give you some concrete figures. An average enterprise has:

- 110 different files;
- 27 contracts, sales contracts excluded;
- an additional 25 to 30 contracts per branch.

No idea which contracts and documents we are talking about?

On the next pages, you will find an overview of all contract types in an easy-to-use checklist.

Need help determining the number of contracts in your organization?

We are at your service via email (info@contractify.be) and telephone (+ 32 9 23428 97).



Business management

- ☐ Share register
- ☐ Certificates
- ☐ Mandates
- ☐ Patents
- ☐ Memorandum of association
- ☐ Grants
- ☐ Permit
- ☐ Report General Meeting

Facility

- ☐ Rental agreements real estate
- ☐ Property leases
- ☐ Contractors
- ☐ Waste collection
- ☐ General
- ☐ Architect
- ☐ Post
- ☐ Fire extinguishing equipment and reels (purchase + maintenance)
- ☐ Fire safety: maintenance estate
- ☐ Office equipment
- ☐ Dispensers/sanitizers toilets
- ☐ Drink machines/catering/coffee machines
- ☐ Energy contracts
- ☐ Maintenance work
- ☐ Franking machines
- ☐ Gardening
- ☐ Hiring and/or cleaning textiles (working clothes, carpets, etc.)

☐ Burglar protection (services and systems)

☐ Cleaning company

☐ Lifts: inspection and maintenance

☐ Pest control

☐ Gates: maintenance

☐ HVAC/airco (inspection & maintenance)

Finance

☐ Auditors

☐ Payment cards

☐ Payment systems

☐ Accountancy firm

☐ Contract management

☐ Credit checks, incasso

☐ E-payment, payment terminals

☐ Financing/credit

☐ Money custody/transport (safes/collection of money)

☐ Accounting software

Telco

☐ Fixed telephony (exchange, services)

☐ Internet

☐ Mobile telephony

Vehicle fleet

☐ Purchase

☐ Leasing

☐ Insurance

☐ Maintenance/tyre change

☐ Fuel cards

IT
<input type="checkbox"/> Certificates
<input type="checkbox"/> Hardware
<input type="checkbox"/> Hosting
<input type="checkbox"/> ICT support
<input type="checkbox"/> Printers/copiers (leases/purchase/rental/maintenance)
<input type="checkbox"/> Software
Quality
<input type="checkbox"/> Certification/audits
<input type="checkbox"/> Licenses
<input type="checkbox"/> Document Management System
<input type="checkbox"/> Support services
Marketing
<input type="checkbox"/> Expositions
<input type="checkbox"/> Sponsorship contracts
<input type="checkbox"/> Marketing agency
Sales
<input type="checkbox"/> Agency
<input type="checkbox"/> Concession
<input type="checkbox"/> Confidentiality
<input type="checkbox"/> Distribution contracts
<input type="checkbox"/> Framework contracts
<input type="checkbox"/> GDPR (DPA)
<input type="checkbox"/> Price agreements
<input type="checkbox"/> Rights agreement
<input type="checkbox"/> Standard documents
<input type="checkbox"/> Recruitments & selection

Operations

- ☐ Extensions (buy/lease/provide/maintenance)
- ☐ Gases (purchase/installation)
- ☐ Purchase of consumer goods (packaging, labels, etc.)
- ☐ Purchases of raw materials
- ☐ Rolling stock
- ☐ Services
- ☐ Software
- ☐ Subcontractors

Transport & logistics

- ☐ Purchase conditions for external transporters
- ☐ Logistics
- ☐ Parking
- ☐ Track and trace system
- ☐ Transport and courier services
- ☐ Permits

Healthy Safety Environment

- ☐ Environmental coordinator
- ☐ Environmental license
- ☐ Prevention advisor
- ☐ Safety advisor

HR

- ☐ Employment contracts
- ☐ Freelancers
- ☐ Interim offices
- ☐ Working students
- ☐ Meal vouchers

- ☐ Training
- ☐ Travel, accommodation
- ☐ Selection
- ☐ Social secretariat
- ☐ Internship students
- ☐ Time recording systems

Insurances

- ☐ Accidents at work
- ☐ Civil liability
- ☐ Cybersecurity
- ☐ Director's liability
- ☐ Fire and electronic risks
- ☐ General
- ☐ Group insurance
- ☐ Hospitalisation
- ☐ Legal assistance
- ☐ Special risks (material damage, loss of business, theft)
- ☐ Trade protection
- ☐ Vehicle fleet
- ☐ Cargo insurance policy (stock & transit)
- ☐ Travel insurance – cancellation & assistance
- ☐ Mobility

R&D

- ☐ Services
- ☐ Software

CONTRACT MANAGEMENT APPROACH

Setting up contract management in 5 steps with Contractify.

“Every journey begins with a simple step.”

You just took your first step by reading this page. Now let's see how 5 extra steps can lead you to a place where contract management is no longer a burden. We guarantee that implementing contract management in your organization is child's play with Contractify. Sounds too good to be true? Let's take a look!

Action	Duration
1. Kick-off We align on how the environment should be set up to best fit your needs and set the planning of the next steps.	1,5 hour
2. Training Online or on-site training by our contract management experts.	1 hour
3. Collect & upload all existing contracts & documents. Upload or send us all easy-to-find contracts to make sure they are centralized on 1 place: Contractify.	2 weeks
4. Register all documents One or more contract owners registers their contracts (start date, period, termination period, end date,...), create follow-up tasks & a summary.	±1,5 months*
5. Go the extra mile In this phase, contract owners look for all contracts & documents that did not pop up at the first batch. Missing contracts are chased internally or with suppliers.	2 months

** this timing might vary depending on the amount of contracts & the registration method (intro - business - expert)*

Can't wait to get started? Try out Contractify for free in a [14-day trial](#) or schedule your [personal demo](#) with one of our experts today on www.contractify.io.

Ready to get started with Contractify? Great!

Scan the QR code on this page or head to info.contractify.io/free-trial and get started with your free 14-day trial.

Need extra information? Join us for a [personalized demo](#) or mail us at info@contractify.be



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