



Digital Contract Management (DCM)

contractworks

TRANSFORM CONTRACT MANAGEMENT WITH DIGITAL SIGNING, RICH REPORTING, ANALYSIS, AUTOMATED ALERTS AND MORE

Your contracts are the key to retained revenue in your business. Digital contract management unlocks the valuable data they contain and allows your teams to turn them into opportunities.

According to recent reports, poor contract management is generating unnecessary costs and risk. Many businesses are relying on spreadsheets to manage contracts, whilst inelegant approval processes cause deals to stall. We also often speak to businesses who share contracts over email, opening themselves up to increased risk.

Digital contract management minimises risk and friction associated with contract signing, and drives business-wide operational efficiencies.

ITHQ DIGITAL CONTRACT MANAGEMENT (DCM) SOLUTION

We deliver our DCM solution in partnership with ContractWorks.

Our FIRE process: proven to maximise project results



Formulate



Implement



Run



Evolve

From the point of digital signing, your contracts become dynamic documents that alert you as an end date approaches, or on trigger events that could change contractual terms.

The almost unlimited storage is great for businesses preparing to scale. Securely access documents from any device, import and report easily. Fully configured and managed by ITHQ.

A managed, cloud-based solution that makes executing, storing and tracking your contracts simple and intuitive.

- **Secure contract storage**
Almost unlimited, secure contract storage capacity and minimised risk
- **Add new contracts easily**
Easy to use and configure
- **Search and report on contracts**
Including OCR features
- **Automated alerting**
Receive alerts ahead of end dates or change of terms trigger events
- **Data analytics**
Analyse contracts for future opportunities
- **Digital signing**
Provide your clients with a secure digital signature option
- **Approval workflows**
Minimise friction during approval process to prevent stalling
- **Easy-to-use templates**
Customise contracts to your business
- **Version control**
Keep track easily of all contract versions



"The ease of it all.
Simplicity at its best, with every
functionality and search criteria
I could imagine."
G2 Crowd review for ContractWorks

CONTRACTWORKS: MANAGING CONTRACTS FROM SIGNATURE ONWARDS

contract**works**™

Hi Contract Manager,

A number of contract alerts on the 'Corporate Contracts' room need your attention.

NOV
30

SecureDocs / Vendor Agreement for ABC Company
The 'Annual Escalation Date' is coming up in 21 days on 11/30/2016.

Please review that this service is still being used if we are no longer in need of the service please cancel 60 days prior to renewal. If we do not cancel in time contract moves to auto-renew

NOV
30

SecureDocs / Customer Agreement for XYZ Company
The 'Expiration Date' is coming up in 21 days on 11/30/2016.

Customer must cancel 30 days prior to expiration. Have we received cancellation? If not contract continues for another 12 months at increased rate of 1%"

NOV
30

SecureDocs / Lease Agreement for 1234 Main Street
The date in the 'Termination Notice' tag is coming up in 21 days on 11/30/2016.

ContractWorks digital contract management software mines the data locked in your contracts and shares it with the people who can turn it into opportunities.

Customisation is part of your ITHQ wraparound service, delivering a secure DCM solution that eliminates risk associated with poorly managed documents, tailored to your business needs.

Your teams will gain secure access to your contract documents from any device. This alone boosts operational efficiencies and productivity.

Multiple user reviews on G2 Crowd and Capterra cite easy of use and simplicity as strengths of the platform. And your business achieves greater compliance, by design.



ITHQ DCM SOLUTION FEATURES

Platform configuration and management

Analytics

Digitisation of existing contracts

Basic contract linking (company, term etc)

Digital signing set-up

Contract foresight

Basic reporting set-up or more advanced feature assistance

Negotiation and other event triggers

Best practice training

Approval workflows



Talent, technology and technique
applied to help your business
perform better

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