



CONTRACT 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?

We help you out with this checklist! Do you need support 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

- Certificates
- Hardware
- Hosting
- ICT support
- Printers/copiers (leases/purchase/rental/maintenance)
- Software

Quality

- Certification/audits
- Licenses
- Document Management System
- Support services

Marketing

- Expositions
- Sponsorship contracts
- Marketing agency

Sales

- Agency
- Concession
- Confidentiality
- Distribution contracts
- Framework contracts
- GDPR (DPA)
- Price agreements
- Rights agreement
- Standard documents
- 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