



Sales

- Quotes
- Sales Order Processing
- Account Provisioning
- Sales Compensation Agreements
- Referral Agreements
- Reseller Agreements
- Field Sales Agreements
- New Customer Sign Ups
- Terms and Conditions



Human Resources

- Offer Letters
- New Hire Paperwork
- Candidate NDA
- On/Off-boarding Checklist
- Employee Policy Distribution & Signature
- Contractor Agreements
- Non-disclosure
- PTO Management
- Payroll Forms



Finance

- Invoice Processing
- Expense Reporting
- Capitalization Management
- Audit Sign Off
- Policy Management
- Inventory Signoff
- Asset Transfer / Retirement
- Hiring Freeze Exemption
- M&A Documentation



IT / Operations

- Asset Tracking
- Change Requests
- Requirements Sign Off
- Access Management
- Incident Reporting
- Production Change Authorization
- Maintenance Authorization
- Order Fulfillment



Legal

- NDAs
- Contract Management
- Internal Compliance
- IP Licensing
- Patent Applications
- Board Minutes
- Trade Name Assignment
- Trademark Assignment
- Finance Agreements



Marketing

- Event Registration
- Customer Communication Approvals
- Mass Mailing / Email Approvals
- Customer Communication Approvals
- Brand Compliance / Audits
- Event and Vendor Approvals



Facilities

- Front Desk Sign-in
- Work Orders
- Lease Agreements
- Move In / Move Out Requests
- Parking Permits
- Equipment Rentals
- Lien Releases
- Site Passes and Onsite Waivers



Support

- Account Changes
- Service / Work Orders
- Term Changes
- Self Service Requests
- Compliance
- Field Service
- Cancellation Requests
- Internal Cancellation Processing



Product Management

- Change Management
- Release Management
- Code Review Reporting
- Requirements Acceptance
- Release Scope Commitments
- Project Charter Templates



Procurement

- Purchase Orders
- Statements of Work
- Master Service Agreement
- RFP Sign Off
- Supplier Compliance
- Competitive Procurement Summaries
- Sole-Source Justifications
- Procurement Card Applications