

CONTRACT POLICIES 101:

SIMPLE STEPS TO SECURE YOUR BUSINESS

1. Clarify who has authority to enter into contracts
2. Determine what types of contracts require additional approvals
 - > Ex. agreements over \$X or for a specific product/service
3. Create formal contract policies and procedures for new agreements
 - > Ex. using document signing software, saving all contracts to a central location
4. Review existing contracts to understand and be aware of all terms and conditions

