



# Morning watch — 4 flags

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## Fictional document — demonstration example

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**Fictional document**, produced for demonstration. **The first flag goes out the same day**: every contract generated from the old version is one more to revisit, and the counter is running.

| # | Flag                                                | What triggered it               | At stake                      | Recipient                          | Chase       |
|---|-----------------------------------------------------|---------------------------------|-------------------------------|------------------------------------|-------------|
| 1 | <b>Out-of-date template still in use</b>            | <b>23 contracts since 12/06</b> | <b>The counter is running</b> | <b>Lawyer + whoever amended it</b> | <b>24 h</b> |
| 2 | 3 diverging liability clauses                       | Same type of service            | Consistency                   | Lawyer, grouped                    | 7 d         |
| 3 | <b>Mandatory field blank in 14 signed contracts</b> | "term: ... months"              | <b>Signed by both parties</b> | Contract owner                     | 7 d         |
| 4 | Annex cited and absent                              | 2 templates                     | Documentary                   | Template creator                   | 7 d         |

**The third flag concerns contracts already signed: there is nothing for the tool to fix.** What is fixable is the setting that allowed a contract to be generated with a mandatory field blank.

## The four acts that stay with your lawyer — and the file waiting for them

| The act                                | What you gain                                                                                                                                              |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Writing a clause                       | The gap is flagged, with the template and its creator: your lawyer writes it once, and the clause then holds for every contract drawn from that template   |
| Filling a mandatory field              | No contract goes out with a blank field any more: no value nobody negotiated, and no term that cannot be found three years later                           |
| Signing and sending to the third party | The contract reaches your desk assembled, complete and reviewed: sending commits the company, it stays an act, and it now costs you one gesture            |
| The opinion on a contract's validity   | The fourteen contracts concerned come back sorted, with what the re-reading established: your adviser answers on a file that is ready instead of on a pile |

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