Direct-reply mandate — 14 subjects, capped and dated

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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No individual file, three-month review · fictional document

> **Fictional document — demonstration example**
> This document is produced by the Blue Lemon Agent website to illustrate what an AI agent hands to its users. The companies, matters, amounts and people in it are invented. It has no legal, accounting or commercial value.

> **Fictional document**, produced for the demonstration. **Nothing goes out directly before the mandate is signed.** Until then the agent prepares draft replies; **the post sends them.**

What the mandate brings — the figure that decides

Measure	Without the mandate	With the mandate
Average reply time to an email	**8 days**	**2 days**
Question asked on Saturday from the northern province	**Handled on Tuesday**	**Handled on Saturday**
Enquiries falling within the 14 subjects	2,760 a year	**2,760 handled at any hour, in both forms**
Unanswered calls	1,100 a year	**84**

The mandate, in six lines

Clause	Content
Exact scope	**The 14 subjects, listed by name, and nothing else. Any question outside the list is handed over with a draft reply written, sourced, in both forms — prepared, never sent**
Absolutely outside the mandate	**No reply on an individual file in progress: no visa file being processed, no transcription under way, no consular protection situation. General information is not an individual decision**
Statements carried on every reply	**The source with its date, the digital assistant statement, and the easy-read version paired with the plain one**
Next-day check	**Daily record of the replies sent the day before, on one page, by subject and by channel — a reply to be corrected is caught within the hour**
Duration	**Reviewed after three months. Without an explicit decision at the review, the mandate stops — it is renewal that requires a signature, not termination**
Withdrawal	**A word from the chancery officer, and direct sending stops within the minute; replies go back to being drafts for sign-off**

What happens to an individual file

Situation	What the agent hands over	Who sends	Measured delay
Visa file being processed	**Reply written, file documents alongside**	**The post**	**Within 4 hours, against 8 days**
Transcription under way	Progress and documents awaited	**The post**	Within 4 hours

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Situation	What the agent hands over	Who sends	Measured delay
Consular protection	**Immediate transfer to the duty official, with the time zone and the number**	**The post**	**Immediate**

A reply on an individual file goes out from the post, and that is what makes it reasoned and enforceable. General information does not carry that weight — **and that is precisely why it can go out without waiting for an opening morning.**

The review calendar

Milestone	What is produced	Who decides
D+30	First record: volumes by subject and by time zone, delays, replies corrected	For information
D+90	**Full record and proposal for a revised scope**	**The head of post — without an explicit decision, it stops**
At any time	Withdrawal of a subject or of the whole mandate	**The chancery officer**

> **A written mandate, capped, dated and withdrawable in a word is not a precaution: it is what makes it possible to say yes.** The post does not choose between reading every reply and signing a blank cheque.

To be set by the post

Date of signature of the mandate and date of the three-month review: _____

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