

Non-disclosure (NDA) Creation Process Steps

<i>Professional Time Spent</i>	<i>Process Step</i>	<i>InternetLawServices.com NDA Services</i>	<i>Comments</i>
15 Minutes	<p>Initial contact from client with need.</p> <p>Short timeframe (often an emergency).</p> <p>Important protection for existing intellectual property & to avoid limitations in operations, and/or law suits in the future.</p>	<p>Client interfaces with our Web based system. Our system was developed based on research of over 100 different NDA models from 8 different countries, and reviewed and created by a 10 person Board of Advisers, all professionals in law, technology, purchasing, and/or business.</p> <p>Having spent years working either as in-house counsel for, or representing medium and large corporations, we know a thing or two about NDA's in business, and the law that makes it work.</p> <p>Our 20+ years of experience in high tech law lead us to understand that the development and protection of intellectual property including copyrights, trademarks, trade secrets, domain names, and custom software, all begins with a non-disclosure agreement, which is critical to the success of many high-tech and low-tech companies.</p>	<p>Call backs; telephone tag; initial discussion of need. What is being disclosed and to whom, for how long?</p> <p>Who approves the disclosure?</p>
15 to 30 Minutes	Data gathering.	<p>In our Web based system, an NDA document is generated by the client interacting with our "expert system" questionnaire, which is designed to extract from the client all the necessary relevant information for protection of your intellectual property.</p> <p>The NDA questionnaire acquires information describing the conditions critical to the disclosure process, along with information that provides the legal identity of the parties to the agreement.</p>	<p>Sometimes haphazard (yellow pads, pieces of information in Outlook, e-mail notes, (which department), back of napkins, etc.</p> <p>Have you got the proper data?</p>

1 Hour +	Form Insertion and professional Work in Creation of Custom Document	<p>In our system, the answers generated by the “expert system” determine which of the three (3) types of NDA's designed to cover most business relationships applies to this particular client need. These NDA types are:</p> <ul style="list-style-type: none"> • Mutual • Receive Only • Disclosure Only <p>The NDA agreement must become the document that controls how all parties involved in the agreement will perform their respective business activities in the presence of Intellectual Properties of the other participant(s).</p> <p>The NDA must be a signed document, authorized by Officers of the respective participating companies, before any business activities that involve sensitive technology materials should begin.</p>	<p>Many companies have multiple NDA “forms”; sometimes within the same law department; and/or across the Company (by operating group).</p> <p>Is this the right form?</p> <p>Is the form current law?</p> <p>Has it been approved by the proper management, financial and legal personnel?</p>
15 Minutes	Print draft agreement	<p>In our system, a draft of the appropriate form agreement is created showing redlining changes to the core NDA form document (in redline form from the answers provided by the client on line).</p> <p>The draft agreement is e-mailed to the law department representative for review.</p>	
15 Minutes	Review draft	<p>This review by a professional, with an understanding of the strategic goals and objectives of the Corporation is essential to protect the company from entering into relationships with competitors, conflicting business objectives, and/or limiting the Corporation unnecessarily by agreeing to unreasonable constraints in the nondisclosure agreement.</p>	<p>Critical review process step in any NDA process.</p> <p>Is this a good business decision?</p>

		Using a pre-existing, corporate reviewed and approved forms, improves quality, reduces errors, and allows the law department to only deal with those issues outside the “normal scope” of business.	
15 to 45 Minutes	Draft to client for review	Our system allows the attorney approving the NDA to then send the draft to the client for review automatically.	Via secured e-mail
15 Minutes	Corrections to NDA draft and submission for second review my client	Corrections to the corporate approved nondisclosure should be limited since the client filled in the majority of the terms, and the document is a pre-approved document accepted by the Corporation’s business, finance, and law groups.	One of distinct advantages of using our system process, is that the business and law folks review and approve of a set of three nondisclosure agreements, Are there changes to the “standard” NDA?
		<p><i>Note: Our process provides, in advance, for the base three NDA’s to be reviewed, discussed and approved by business, finance, and law executives.</i></p> <p><i>This makes proposed changes to the basic NDA’s from the client department, clear to all parties, and limits the debate at a legal level over most proposed changes.</i></p>	
15 minutes to NEVER!	Final NDA to client and get it signed and returned.	<p>Once the agreements approach, our system provides for an electronic version of the document to be approved by the law department (shown by an electronic signature embedded in the document), and within the corporate network, to provide for on-line approval of the document.</p> <p>Once approved, the document, in our system, that document is stored in an off-site electronic vault, and available via our Web based system, predicated upon the security clearances provided by the law department for such document access.</p>	<p>Has the agreement been properly executed?</p> <p>Has the Company protected a copy of the executed document sufficient to meet the <u>Sarbanes Oxley</u> requirement?</p>

<p>Total Professional Time Spend Internally <u>Today</u>, to Create one (1) NDA</p>	<p>2 ½ hours to 3 hours, <u>on average</u></p>	<p>At market rates, at a minimum rate for a lawyer of \$250.00 per hour x 2.5 hours = \$625.00 & to upwards of 3.0 hours = \$ 750.00 <u>EACH</u></p> <p><u>Our NDA cost is \$99.00* per NDA!</u></p> <p>That is a huge savings!</p> <p><i>Note: All documents are sent to the client in Adobe format, via secure email, to the email address specified in the NDA Generator Questionnaire.</i></p> <p><i>* Credit card payment via our secure website. Upon verification of receipt by the email recipient, funds will be released from our Lawyers Trust Fund Account.</i></p>	<p>Can you find and track your current NDA activity?</p> <p>Does the Company have a formal process for NDA's?</p> <p>Is it used?</p> <p>Is it audited?</p>
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