

## IMANAGE NAMING CONVENTION

All users must follow this naming convention when filing in iManage. Correctly naming documents optimizes iManage's search capabilities and various other functions.

<p style="text-align: center;"><b>Naming Convention:</b></p> <p style="text-align: center;">[Counterparty Legal Name (d/b/a or Alias)]---[Full Document Name] (Brief Description) ([Status] [Date])</p>
<p style="text-align: center;"><b>Examples:</b></p> <p style="text-align: center;">Corporate Biznis, Inc. (Sky Packets)---Spectrum Manager Lease Agreement (New York Public Library Lease) (EXECUTED 10-11-22)</p> <p style="text-align: center;">Skylo Technologies, Inc.---Beam Forming Capacity Agreement (T1 Satellite Capacity) (DRAFT 09-08-22)</p> <p style="text-align: center;">Communication Technology Services, LLC (CTS)---Master Partner Services Agreement (Private Network Build-Outs) (FOR APPROVAL 06-29-23).</p>

### LEGEND:

“**D/B/A**” or “**Alias**” mean either: (a) a registered fictitious name; (b) a name commonly used to refer to a counterparty within the legal department; or (c) the name of a prospective successor-in-interest (*e.g.*, an assignee or potential entity resulting from a proposed merger).

“**Brief Description**” means a description, not to exceed five (5) words, of the services, products, or software acquired or sold pursuant to the agreement, *if not immediately apparent from the Full Document Name*.

“**Full Document Name**” means the title of a document as it appears on the first page of the document, without abbreviations (*e.g.*, name a document “SOW” only if it is referred to as a SOW in the document’s title).

“**Legal Name**” means the counterparty’s name as it appears on the records of its state of formation.

“**Status**” means the status of the document in one of the four following formats: (a) DRAFT (a draft of the document); (b) FOR APPROVAL (a final document pending either approval or signature); (c) PARTIALLY EXECUTED (a document executed by less than all parties); or (d) EXECUTED (a fully executed document).