

Thank you for your interest in Ignitor Labs! We have developed our new eContract system to simplify and accelerate the contract signing process.

## **This eContract process is broken into two tasks.**



First read, initial, and sign the Non-Disclosure Agreement (NDA) as well as send over all available source materials requested on the Source Materials Checklist. You will have to scroll through the full document before you will see a field to place your initials.

Once you have initialed both documents, you will be asked to sign the NDA at the bottom of the page. Ignitor Labs will receive an email notification and will be in contact regarding the required source materials.

Once all available source materials are received and approved, Ignitor Labs will begin to draft an official eContent Development Document (eCDD).



Please read through the remaining six documents to familiarize yourself with the eContract. These documents are intended to expedite the contract process. To request changes, download the zip file of the documents. Unzip the file and open the desired document(s). Mark any changes you are requesting and send the altered document(s) via email to your contact at Ignitor Labs. The document(s) will be updated and an email will be sent to you.



After Ignitor Labs creates your customized eCDD, you will receive an email containing a link to view it. We request that you read, initial, and sign the official eCDD, the eContent Development Agreement (eCDA), and the other four remaining documents. Once submitted, Ignitor Labs will receive an email notification and will contact you.

Please note that this eContract is a legally binding document. Once signed, all parties are contractually obligated to uphold the terms. We also ask that the eContract process be completed as quickly as possible in order to expedite the production of your project.

If you have any questions or concerns, please contact your representative at Ignitor Labs, or [support@ignitorlabs.com](mailto:support@ignitorlabs.com).