

Contracting Playbook

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1. Standard Terms

Use approved templates where possible to reduce legal review time.

2. Redlines

Material redlines include liability caps, data processing terms, and termination rights.

3. Process

All contracts above 5,000€ require Legal review before signature.

4. Notes

This document is confidential and intended for internal use only. If you have questions, contact the Policy Owner listed in the Responsibilities section.