Quoting and Contract Procedures:

1. Quoting/Proposal: handle through Zoho
   1. Standard format
   2. Standard Terms with ability to customize
   3. Products and pricelist
2. Send Letter Contract if quote is accepted
   1. Standard letter contract with final Quote and terms
   2. Include Business Associates Agreement
   3. Review and signoff by COO/CFO and customer representative
3. Send Formal Detailed contract
   1. Include:
      1. Contract file titled “”
      2. Ibis Protocol file titled “”
      3. “Intake Form for Enrolling Patients in Ibis”

Most recent contract along with Appendix and Exhibits will be on Dropbox: Senscio/Customers/Templates/Contract