## **General**

* + Most contracts contain a combination of the below
    - Subscription / Licenses flat fee
    - Training fee (per person) usage fee
    - Training fee (per 5 participants) usage fee
  + They can be found in the Subscription Fee and Training sections
* **Item Name**: use best judgement
* **Quantity**: for flat subscription fees, use the # of seats
* **Billing + Service Start Date**: Use contract signature date from final page (DocuSign section).
* **Months of Service**: 12 unless mentioned otherwise
* **Frequency**: annual for the license fee (unless billing is broken up differently); monthly in arrears for the usage training BTs
* **Net Terms**: net 30