Schedule 2 - Manual 1

OCR QC CHECKLIST

1. **File Name:** Make sure the Notepad file name matches PDF file name perfectly. (the only difference will be .pdf and .txt).

2. **Effective Date:** If there is an effective date in the first paragraph of PDF, please check if the OCR output got that correctly. Handwritten effective date will require reviewer to manually type in the effective date. This is normally found in first page-first two paragraphs.

3. **Counter Party Name:** Any handwritten counterparty name needs to be captured correctly by the OCR reviewer. Counterparty names should match. No typos/errors.

4. **Page Breaks:** Delete Page breaks of every page. Screenshot for Page break

5. **Page Numbers**: The Page numbers and Footers that appear at the end of the page needs to be deleted.

Page **1** of **3**

"Discounts apply to machine unit price only.
This order is subject to the terms and conditions attached as Exhibit A.

6. **Signature Block:** Please make sure that the Signature Block is one below the other in notepad output. This is the case even if there are multiple signature/details for the same party. PDF and OCR output may have this side by side. However, for OCR QC we correct the signature block to be one below the other as shown in the image below.

There will also be instances in signature block, when name or the title is hand typed. Please capture/ type name manually if visible by human eye.

If its an executed contract (signed by the parties), please note [Signature] in the place of the Signature.

```
IN WITNESS WHEREOF, the parties hereto have signed this Schedule as of the date signec

By: AUGEO AFFINITY MARKETING, INC
Print Name: Daniel Kristal
Title: V.P.
Date: 6/22/18

By: ADVENTIX LLC
Print Name: David Nerrow
Title: President
Date: 6/22/18
```

7. **Special Characters:** Check for any special characters (extra commas,] \ . | or.) appearing throughout the document. They may sometimes come at the end of sentences. A final OCR output CANNOT have special characters.

8. **Line Spacing/ Missing Sentences:** Line Spacing should be the same. This means, paragraph and line beginning need to match. You do not have to read through the contract. Do a quick general check to see that the first/last lines on any page is similar on Notepad out put is same as that of the original PDF shared.
   In the example, points b, c and d lines/paragraph start with same words and a high-level scan can confirm all content is captured accurately and there are no missing sentences and lines.

   Please DON'T JUSTIFY the OCR sheet like the PDF. Everything should be on the left.

```
(a) if and insofar as the fact and/or any of the document
    in Item 1 paragraphs (a) and (b) respectively are pa
    date of their receipt by the TENDERER as from such

(b) if and insofar as such fact and/or documents, data an
    knowledge or literature to the date of their rece
    subsequent date;

(c) if and insofar as documents, data and other informat
    information are already in the possession of the TEN
    TENDERER as from such date;

(d) if and insofar as documents, data and other informat
    information are subsequent to the date of their re
    TENDERER by a third party whose possession is
    disclose as from such subsequent date;
```

```
date of their receipt by the TENDERER as from such date;

(b) if and insofar as such fact and/or documents, data and other infor
knowledge or literature to the date of their receipt by the TENDERER a:
subsequent date;

(c) if and insofar as documents, data and other information similar to
information are already in the possession of the TENDERER at the date
TENDERER as from such date;

(d) if and insofar as documents, data and other information similar to
information are subsequent to the date of their receipt by the TENDEREI
TENDERER by a third party whose possession is lawful and is under no ol
disclose as from such subsequent date;

ITT LTC 045-2018 Page 22 of 30
```

9. **Tables**

The OCR output for a table in PDF most often does not come as expected and you will find the output missing content, populating incorrect currency sign ($ sign replaced by special alphabets) and commas between figures on tables appear as full stop(25,000 may appear as 25.000)

Exhibit A

Description	Units	Price Per Unit		List Price	Discount	Extended Price
Signiant Assistant Central Media Manager	1	$ 90,000	$	90,000	40%	$ 54,000
Redundancy Option (warm standby)		$ 22,500	$	22,500	40%	$ 13,500
Signiant Media Agent	5	$ 7,500	$	37,500	40%	$ 22,500
Software Total			$	**150,000**		$ **90,000**
Signiant Standard Support M-F 8:30-17:30 - Annual Fee		20%	$	30,000		$ 18,000
Maintenance Total			$	**30,000**		$ **18,000**
QuickStart Installation Services for 1 Manager and up to 5 Agents plus knowledge transfer	1	$ 12,500	$	12,500		$ 12,500
Professional Services Total			$	**12,500**		$ **12,500**
Total Software			$	150,000		$ 90,000
Total Maintenance			$	30,000		$ 18,000
Total Services			$	12,500		$ 12,500
Total Purchase			$	**192,500**		$ **120,500**

Same output in Notepad

```
Exhibit A
Price Extended

Description                                          Units        Price                                              Pr
                                                                  Per Unit    List Price    Discount
Signiant Assistant Central Media                     1            $ 90,000    $   90,000     40%
Manager

Redundancy Option (warm standby)        $ 22,500     $ 22,500                                40%
Signiant Media Agent                         5 $ 7,500    $ 37,500
Software Total                                            $ 150,000

Signiant Standard Support M-F 8:30-
17:30 - Annual Fee                                   20%         $ 30,000
Maintenance Total                                                            $ 30,000
QuickStart Installation Services for 1
Manager and up to 5 Agents plus
knowledge transfer                                   1 $ 12,500     $ 12,500
Professional Services Total                                    $ 12,500

Total Software                                                    $ 150,000
Total Maintenance                                                $ 30,000
Total Services                                                   $ 12,500

Total Purchase                                                   $ 192,500
```

A table outline will never appear in a notepad file. An OCR QC needs to confirm that all the contents of a table are accurately captured in the OCR output. This means to check:

- If the Table output has missing sentences /text
- All sentences in the table start in same order
- All numbers are populated

- Comma is NOT replaced with full stop/period (.)
- Table Content needs to follow same order as that of the PDF. They need to match.

10. **Images in PDF**

At times the PDF's will have images or logos of companies. See below

To the CBC manager: Provide Finance with the mandatory Procurement Checklist, duly filled out (Appendix C of policy 2.3.6). See : http://io.cbcrc.ca/Pages/En/forms/forms.aspx | CBC department contract number IM-14-007

CBC Radio-Canada

Goods/Services Agreement

PART A – SPECIFIC TERMS

On August 14, 2014

"CBC": CANADIAN BROADCASTING CORPORATION, a corporation duly established under the *Broadcasting Act*, S.C. 1991, c.11, having a place of business at 181, Queen Street, Ottawa (Ontario), K1P 1K9;

"Supplier": SIGNIANT INC, a corporation/company duly established under the laws of Massauchetts USA having its head office or place of business at 152 Middlesex Turnpike, Burlington MA, 01803 USA.

GST/HST No.: QST No.:

individually a "**Party**" and collectively the "**Parties**"

Output

If you look at output file, they will show "Image Text" if the image is of good quality (as seen here) or they may not capture it and may have special characters(//$$) if not able to capture. In such cases, where image is bad quality and OCR output has special characters, please delete special characters and replace with [IMAGE].

This can be done for LOGOS and image pictures ONLY. Not otherwise

To the CBC manager: Provide Finance with the mandatory Procurement Checklist, duly filled out (Appendix C of policy 2.3.6). See: http://io.cbere.ca/Pages/Enfforms/forms.aspx | CBC department contract number IM-14-007

CBC Radio-Canada

Goods/Services Agreement

PART A- SPECIFIC TERMS

On August 14 2014

"CBC": CANADIAN BROADCASTING CORPORATION, a corporation duly established under the Broadcasting Act, S.C. 1991, c.11, having a place of business at 181, Queen Street, Ottawa (Ontario), K1P 1K9;
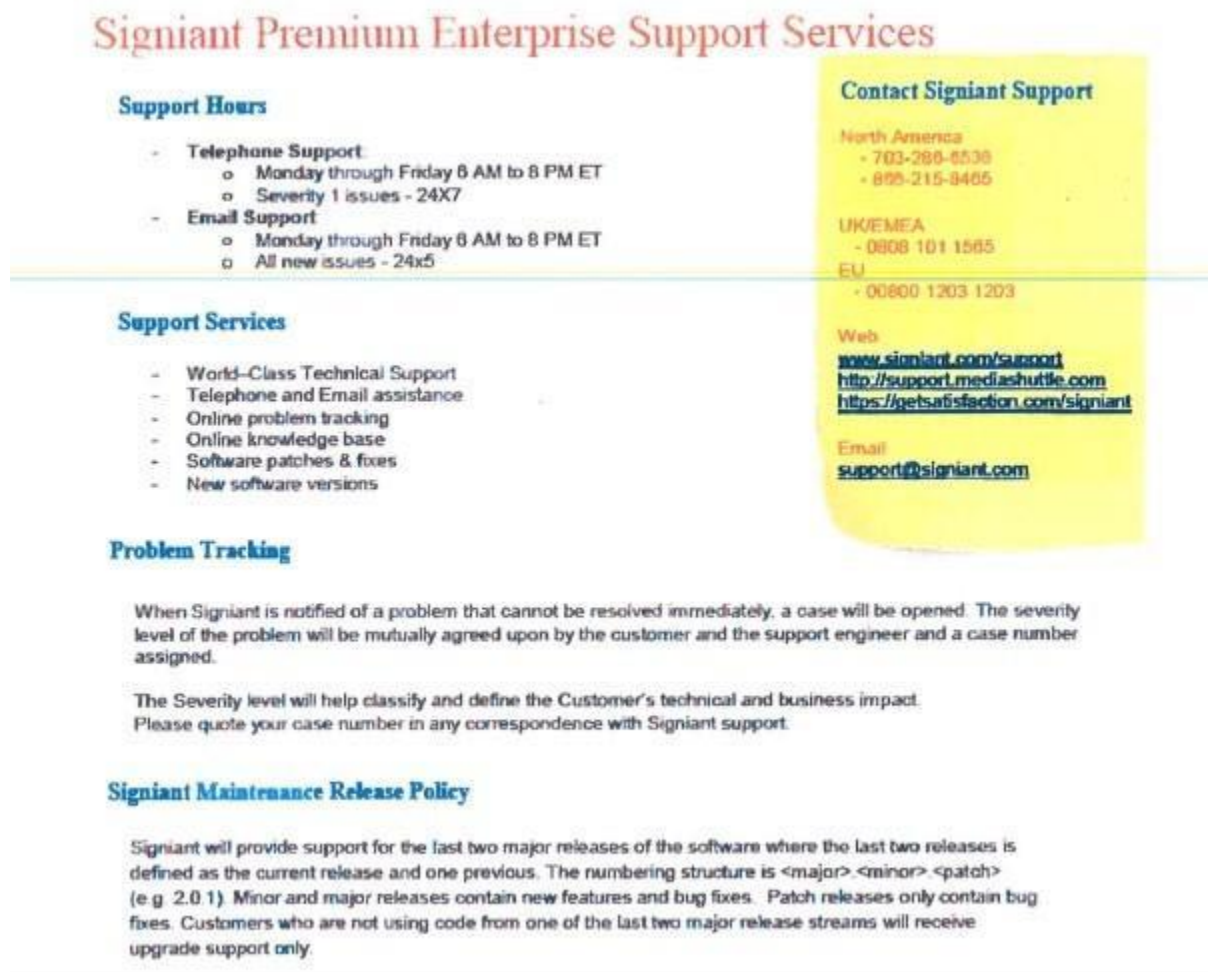
"Supplier": SIGNIANT INC, a corporation/company duly established under the laws of Massachusetts USA having its head office or place of business at 152 Middlesex Turnpike, Burlington MA, 01803 USA.

GST/HST No.: QST No.:

individually a "Party" and collectively the "Parties"

If Images have content in them, DO NOT delete them. **As such, the thumb rule is NOT to delete content in the OCR output.**

This content below was in an image in PDF. This has to be captured

Signiant Premium Enterprise Support Services

Support Hours

- Telephone Support
  - o Monday through Friday 8 AM to 8 PM ET
  - o Severity 1 issues - 24X7
- Email Support
  - o Monday through Friday 8 AM to 8 PM ET
  - o All new issues - 24x5

Contact Signiant Support

North America
- 703-286-8538
- 855-215-9465

UK/EMEA
- 0808 101 1565
EU
- 00800 1203 1203

Web
www.signiant.com/support
http://support.mediashuttle.com
https://getsatisfaction.com/signiant

Email
support@signiant.com

Support Services

- World-Class Technical Support
- Telephone and Email assistance
- Online problem tracking
- Online knowledge base
- Software patches & fixes
- New software versions

Problem Tracking

When Signiant is notified of a problem that cannot be resolved immediately, a case will be opened. The severity level of the problem will be mutually agreed upon by the customer and the support engineer and a case number assigned.

The Severity level will help classify and define the Customer's technical and business impact. Please quote your case number in any correspondence with Signiant support.

Signiant Maintenance Release Policy

Signiant will provide support for the last two major releases of the software where the last two releases is defined as the current release and one previous. The numbering structure is <major>.<minor>.<patch> (e.g. 2.0.1). Minor and major releases contain new features and bug fixes. Patch releases only contain bug fixes. Customers who are not using code from one of the last two major release streams will receive upgrade support only.

11. **Docusign Information on Contracts**

Sometimes you will come across instances, where DocuSign flow is in a contract. This has to be QC'ed. This is how DocuSign flow looks

Hilary Andrews-Bryant hilary.andrewsbryant@discoverorg.com DiscoverOrg Signing Group: ContractsTeam Security Level: Email, Account Authentication (Optional) **Electronic Record and Signature Disclosure:** Accepted: 4/3/2019 2:34:55 PM ID: d4880ccf-5210-4917-a7d1-45a29083bdc6	**Completed** Using IP Address: 50.204.232.30	Sent: 4/15/2019 4:47:02 PM Viewed: 4/15/2019 4:56:35 PM Signed: 4/15/2019 4:56:55 PM
Adam Feinzig SalesOps@signiant.com CFO Signiant Inc. Security Level: Email, Account Authentication (Optional) **Electronic Record and Signature Disclosure:** Accepted: 4/16/2019 9:02:31 AM ID: ffca6e00-76bd-4211-b1b8-48043c3be673	DocuSigned by: *Adam Feinzig* A437C890FA064D5... Signature Adoption: Pre-selected Style Using IP Address: 96.89.201.161	Sent: 4/16/2019 9:01:56 AM Viewed: 4/16/2019 9:02:31 AM Signed: 4/16/2019 9:03:30 AM

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	**Status**	**Timestamp**
Agent Delivery Events	**Status**	**Timestamp**
Intermediary Delivery Events	**Status**	**Timestamp**
Certified Delivery Events	**Status**	**Timestamp**
Carbon Copy Events	**Status**	**Timestamp**
Adam Feingzig msorders@signiant.com CFO Security Level: Email, Account Authentication (Optional) **Electronic Record and Signature Disclosure:** Accepted: 4/16/2019 8:56:14 AM ID: f72302de-4e82-4847-a786-6daccbdfb17b	**COPIED**	Sent: 4/16/2019 9:01:57 AM Viewed: 4/16/2019 9:02:11 AM

12. **Double Sided Column Content QC**

You will come across instances where content is present in both sides of a PDF in the form of double-sided column content. See example

PART B – NON STANDARD TERMS (Signiant 2014-07-31)

1. GENERAL OBLIGATIONS

1.1 Supplier's Obligations. Supplier undertakes to comply with all its obligations hereunder including providing the Goods/Services with diligence, in a timely manner and in accordance with the terms and conditions of this Agreement and with generally accepted professional standards and practices recognised in Supplier's industry.

1.2 CBC's Obligations. CBC undertakes to comply with all its obligations hereunder including making payments as set out in this Agreement.

1.3 Grant of License Supplier grants to CBC a nonexclusive, non-transferable, limited license without the right of sublicense to use the software product ordered on and for the terms specified in a statement of work, ordering form or similar document (the "**Product**") in accordance with the applicable documentation provided with the Product or made available by Supplier ("**Documentation**"). Except as otherwise explicitly permitted herein, CBC may install and use the object code version of such Product and its Documentation only for the specific Supplier Product(s) ordered, for its internal use, at its own facilities in the number of copies and at the locations ordered by CBC. CBC agrees that it will not copy the Product except (i) as necessary to read the Product from the media into the memory of a computer solely for the purpose of executing it on a single machine (whether a stand-alone computer or a workstation of a multi-terminal system) or (ii) to create archival copies in accordance with CBC's existing security policies and procedures. CBC may make one (1) copy of the Product for each license that it has purchased for the Product. CBC may create one (1) archival copy of the Product, provided that any copy shall include Supplier's copyright and other proprietary notices of Supplier and its licensors. CBC may not make any attempt to unlock or bypass any initialization system or system designed to control use, or encryption techniques utilized by the Product. CBC may not copy, modify, reverse engineer, decompile, disassemble or create derivative works based on the Product or Documentation or install or use the Product in such manner as to enable the use of unlicensed Supplier Products.

1.4 Applicable to all Products except Signiant Media Shuttle. This Section 1.4 shall be applicable to all Products except Signiant Media

3. INTELLECTUAL PROPERTY

3.1 No Violation. Supplier represents and warrants that the provision of the Goods/Services hereunder shall not cause Supplier to infringe on any intellectual proprietary rights owned by third parties including without limitation trademarks, patents, copyrights and that Supplier has all right, title and interest to provide the Goods/Services under this Agreement.

3.2 Third Party Software Products. CBC acknowledges that the Product may contain or be accompanied by certain third party software products ("Third-Party Products"). These Third Party Products, if any, are identified in, and subject to, special license notices, terms and/or conditions as set forth in the statement of work, the Third Party Product packaging and/or in the "notices.txt" file accompanying the Product ("Third-Party Notices"). The Third-Party Notices may include important licensing and warranty information and disclaimers. In the event of conflict between the Third-Party Notices and the other portions of this Agreement, the Third-Party Notices will take precedence (but solely with respect to the Third-Party Products to which the Third-Party Notices relate).

3.3 Rights and Property of Works (Services Only). Supplier hereby agrees that any and all intellectual property including without limitation trademarks, patents, copyrights, discoveries, ideas, inventions, improvements, technologies, formulae, presentations, illustrations and musical works and any procedures, processes, devices, know-how, diagrams, reports, computer programs, software, designs and documents, developed, designed, created, or prepared in connection with any customizations or workflows created for CBC outside of the core software products offered by Supplier (the "Works") shall be fully and immediately communicated to CBC and become CBC's sole and absolute property. Supplier hereby irrevocably assigns, transfers and abandons all of its rights, titles and interests in and to the Works to CBC and waives all moral rights to the Works. Accordingly, CBC has the exclusive right to implement and authorize any provisions under any law pertaining to intellectual property, including, without limitation, the right to protect in its own name, as owner and author, the Works and any of its derivatives under any law.

3.4 Unauthorized Use of Works (Services Only). Supplier agrees that

In such a scenario, the OCR output should read left to right, which means, finish the left side column content completely, then have the right-side column content.

If the OCR output did not come this way, PLEASE ESCALATE. Here the OCR output will capture 1, 2 and then point 3.

Example of a good CORRECT output.

certificate located within the Product has been stored in the Manager or
exchanged with another Manager(s}.

1.4.2 CBC may use the Product to transfer simultaneously no more
than the number of files (listed as the number of concurrent transfers)
specified in the statement of work.

2. INVOICING AND PAYMENT

2.1 Invoicing. Supplier will submit invoices to CBC for the agreed
amounts for the Services satisfactorily rendered and/or Goods
satisfactorily delivered and accepted as per Section 4.1 of this Part B.
Unless otherwise specified in Part A of this Agreement, invoicing shall be
monthly.

2.2 Invoice Information. Each invoice shall set out: (i) the Price
without tax; {ii) the amount of each applicable tax required by any level
of government in Canada, separately; (i) Supplier's tax numbers; {iv)
the total price, applicable taxes included; and (v) the contract reference
number appearing in the top right corner of page 1 of Part A of this
Agreement if indicated, or the reference number provided by the CBC
representative.

2.3 Payment. Once approved by CBC, CBC shall pay amounts due to
Supplier within forty five {45) days of receipt of invoice.
end of this Agreement {or at such time as CBC may request), all copies of
material belonging to CBC and all copies of the Works.

3. INTELLECTUAL PROPERTY

3.1 No Violation. Supplier represents and warrants that the provision

Please keep them as it is. Delete only footers, page breaks, and page numbers at end of page.

You may install and use Grammarly for this.

https://drive.google.com/drive/folders/1kxLx2XJh8eZseZpj8xrom1p2rATgIByP?usp=sharing

or use the SpellCheck plugin on Notepad ++

15. **Foreign Language**

If there is language other than English in the document, that part alone can be ignored.
Please note [Foreign Language] in the page and also note it in the escalation log.

16. **Edits in the PDF**

If there are handwritten or other edits in the PDF, those edits need to be reflected in the OCR version. For Example, if a particular clause is scored off, it need not be included in the OCR. So in the sample below, the OCR output should not include (b) and (C) should be renumbered as (b)

(a)   remove the Software and all Games licensed to Rank and any members of its Group pursuant to the Earlier Agreement from any Blue Square Sites accessible by persons located in the United Kingdom; and

~~(b)   cease all advertising of the Games to persons located in the United Kingdom; and~~

(b)   cease its use of any of the Software and the Games in the United Kingdom.

17. **Partially readable PDF's**

 If the PDF's are only partially readable, review the pages/content that are readable. Note the pages or any content not readable as [Not Readable]. Please upload them in a separate folder and note the details in the Escalation Log that is shared.

When to ESCALATE & Escalation Log

When a PDF file is not readable by the Human Eye, this needs to be ESCALATED as OCR Cannot be processed. If a PDF file is readable, it has to be captured

Example of WHEN TO ESCALATE for NOT ABLE TO OCR

PING IDENTITY CORPORATION:

Signature: _____

Name: _____

Title: _____

Date: _____

MYVEST CORPORATION:

Signature: _____

Name: _____

Title: CFO

Date: 4-30-2012

An Escalation log shall be shared to note down all the escalations.