4) Submit

Once the client has signed the agreement and any DPA's, the responsible sales person shall save the signed agreement/-s in the folder for Agreements, and place a copy in the folder of the project. The copy shall clearly be marked as a copy, e.g "Client XXX agreement COPY".

After that, the responsible sales person shall prepare a project directive.

This shall include:

- Offer/Agreements
- Short project description
- Possible risk management/information security
- Budget
- Expected schedule
- Resources with us and client