



CONTRACT MANAGEMENT CASE STUDY

A LEADING LAW FIRM LEVERAGES TLB'S SERVICES

CLIENT –

The client is a commercial real estate company in west coast USA

SCOPE OF WORK -

Contract abstraction for 50k relevant contracts (20 attributes) as the client is moving to a new contract management solution. The client provided us with the 120k+ documents comprising of contracts and other non – relevant documents. They also provided us with a long excel sheet with the name of these documents.

THE CHALLENGE -

- Identify relevant documents – commercial lease agreements
- Identifying the “parent –child” relationship from thousands to contracts
- Identifying “active” v “non-active” contracts
- It was very time consuming and cost heavy to open all the documents to solve the above challenges

TLB's STRUCTURED APPROACH SOLUTION -

TLB deployed 25 resources over 3 months to go through all the 60k documents and abstract 20 attributes from every commercial lease agreement.

TLB used multiple filters to segregate the relevant documents.

Examples -

- We used the excel macros to identify possible lease agreements
- We looked at the “name of every contract” and tried to establish the parent-child relationship
- We were able to find out possible 60k documents which were contracts out of the dump of 120k documents

THE BENEFITS -

- The initial filtration process almost saved 50% cost of the client ~ approx. savings of \$300k
- The project got over in 3 months and client could quickly migrate into the new contract management platform.



THE
LEGAL
BASE

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