DocuSign Integration (Elite)	
Description	Provider will deliver Services for the configuration of DocuSign for Elite, train on best practices and workflow, and provide minor modifications to document templates noting the new option for signature.
Assumptions	Email communication for initial customer-configuration following DocuSign being enabled
Limitations	For signed documents to be returned to Elite, Customer must purchase envelopes through Provider, OR ensure they have purchased a DocuSign Business Pro or Enhanced Plan through DocuSign.
Build	**Provider responsibility:** Provider to make minor-modifications to existing document templates like Proposal, Contract, Invoice, Event Order, and Addendum noting the new option for document signature **Customer responsibility:** Not applicable for DocuSign
Training	**Provider responsibility:** A 1 hour remote meeting for training, workflow review, and Q&A and basic DocuSign functionality. Knowledge Base resources provided in advance of training for Customer to review. Training will be recorded and shared for future reference and new hire training **Customer responsibility:** Members of the Customer project team who will be engaging with DocuSign should attend the training. All users will be expected to complete the designed curriculum in the Provider's Learning Center
Testing	**Provider responsibility:** Not applicable for DocuSign **Customer responsibility:** Test workflow and review document template changes following Consultant modifications.
Launch & Post Launch	**Provider responsibility:** Connection to Elite Support email shared as a go-live follow-up **Customer responsibility:** Not applicable for DocuSign
Project Management	**Provider responsibility:** Provider to track time to project and provide Customer updates on project process. **Customer responsibility:** Provide timely feedback to Provider
Exclusions	Creation of DocuSign email and signature templates is excluded DocuSign training beyond basic functionality needed to send document templates for Elite is out of scope Custom development unless specified above Integration services not specifically defined in the scope above Once the build phase begins, any further requirements are considered to be out of scope
Estimated length of project: 3 weeks	
Note: This is an estimate and is dependent on Customer cooperation, timely responses and availability of necessary resources.	