Bickers & Bickers, PLLC

Clarity in the Process of Giving Notice

Through exploring several contracts from large companies including Tesla, Twitter, and Cisco, there were overlapping challenges with notice provisions:

How can we simplify the process of notice?

The purpose of our design is to answer these questions and several others in a way that will benefit both the parties to a contract.

The Automated Notice Portal

As technology continues to advance, automation has been found to improve business productivity, reduce the likelihood of error, improve employee satisfaction, reduce operating costs, simplify company control and management, and reduce time in task execution.[1] Given the extensive benefits of automation for businesses, automating the notice process is likely to show similar benefits between parties to a contract.

1 Alexandra, *Business Process Automation Benefits*, IntexSoft (October 19, 2020), https://intexsoft.com/blog/business-process-automation-benefits/.

The Automated Notice Portal

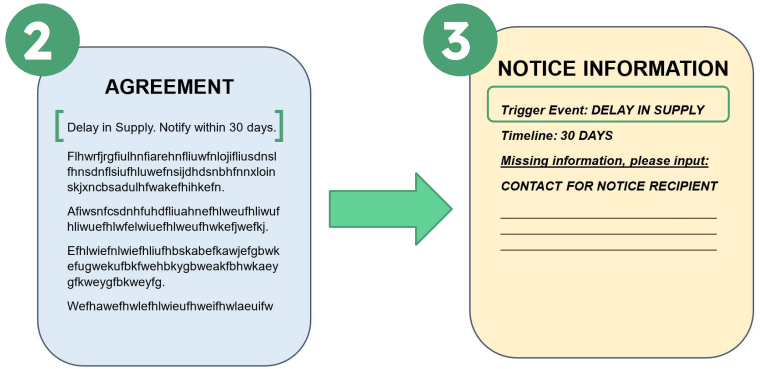
Notice provisions within contracts serve to inform parties on to how to send and receive notices relating to contractual matters they are a party to. Contracts, including the notice provisions, can be difficult for users to read and understand. In order to limit the confusion regarding notice provisions, automation can be employed to simplify the process.

From creating notice documents, knowing what attachments need to be included, providing the recipients information, and staying up to date on the status of the notice, an encrypted automated notice portal can make the notice process effortless. All a user needs to do is upload a contract, and they will be able to send notices and track receipt and status in one place. Additionally, a messaging center within the portal will allow communication between the parties.

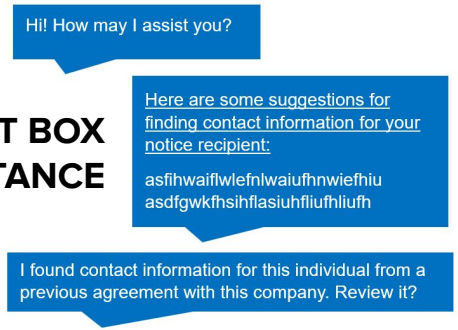
KEY COMPONENT #1:

Subscribing to the Portal and Uploading Agreements

1. Users sign up for portal with their email address and enter their individual or company information
2. Users upload a PDF file of the agreement they want to use on the platform
3. AI reads the agreement, generates input fields for each type of notice that the contract. User fills in remaining information manually, prompting user to find unknown information *now*
4. AI reads the contact information and PDF agreement simultaneously, then matches trigger events and contact information to sections of uploaded agreement, enabling clickability.



AI CHAT BOX ASSISTANCE



KEY COMPONENT #2:

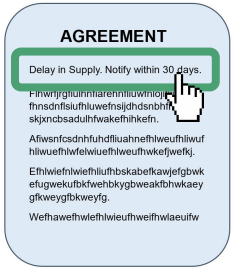
Portal auto-generates standardized Notice Forms

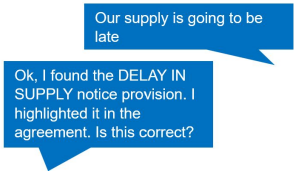
When trigger event occurs, user selects clickable portion of agreement. User may use search function or chat box to locate applicable section.

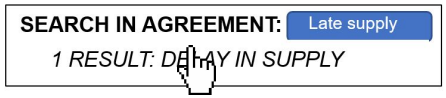
Portal auto-generates standardized Notice Form including:

- Statement of notice
- Documents to attach
- Recipient
- Time to notify
- E-signature line

User attaches relevant documents, reviews Notice Form, and electronically signs form in portal.

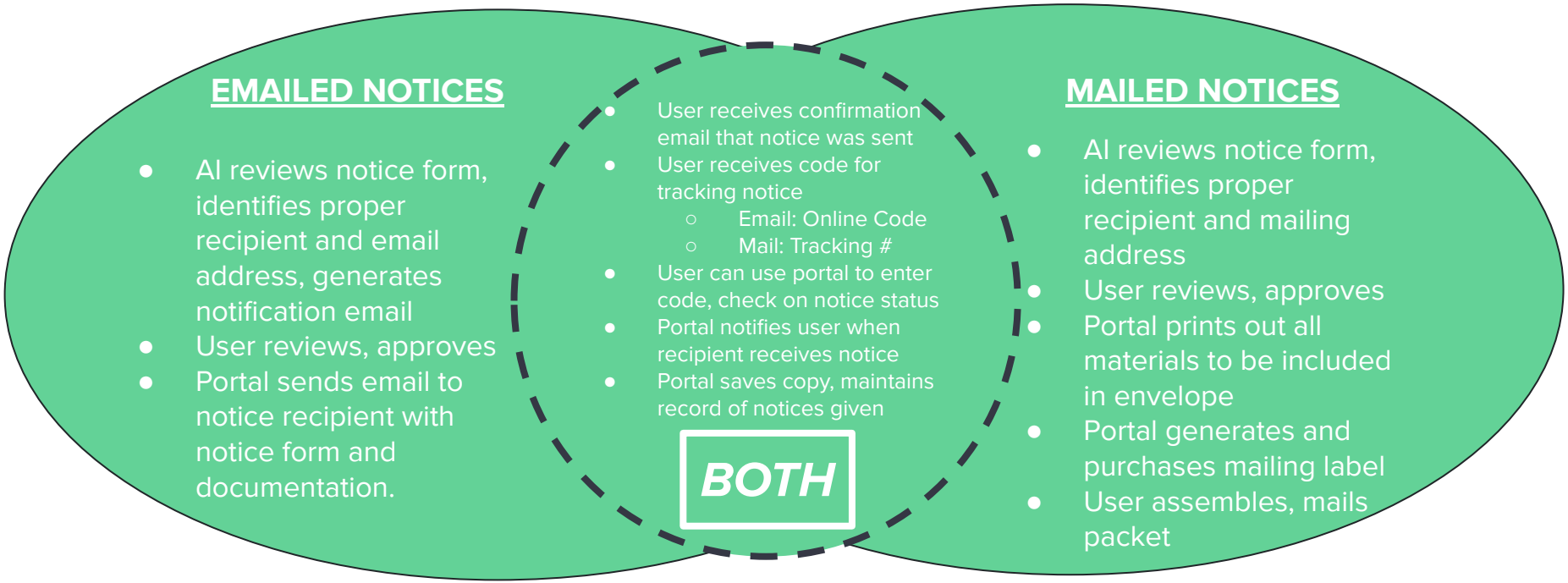






KEY COMPONENT #3:

Portal simplifies process of sending Notice Forms



Anticipated Questions & Answers

Q. Does the portal expire?

A. The portal is subscription-based, allowing the user to subscribe as long as the services are needed.

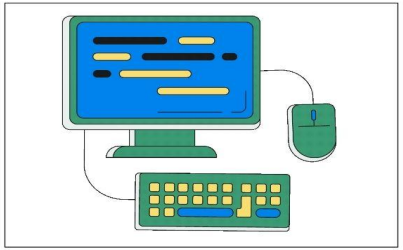
Q. What about confidentiality and security of (and within) the portal?

A. The portal itself is password-protected and only to be accessed by the user. Additionally, both the information within the portal, as well as the notices that are sent out electronically, are encrypted.

Artifact

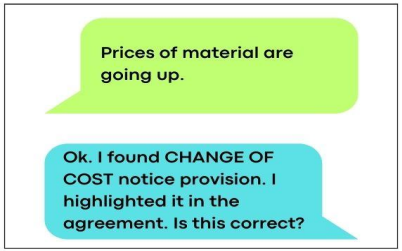
NOTICE PROVISION USER PORTAL STORYBOARD

USER ENTERS AGREEMENT



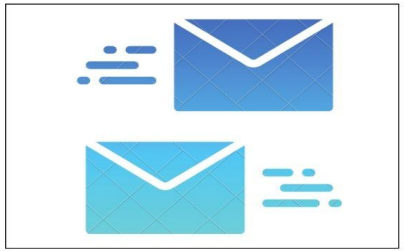
USER UPLOADS PDF OF AGREEMENT TO USER PORTAL

AI CREATES USER-FRIENDLY MIRROR AGREEMENT WITH HYPERLINKS TO NOTICE FORMS.



USER SEARCHES NOTICE PROVISION TRIGGERING EVENTS BY DESCRIBING THE EVENT TO PORTAL CHAT BOX.

ONCE USER HAS LOCATED THE CORRECT NOTICE PROVISION, THE PORTAL LINKS TO THE APPLICABLE AUTO-GENERATED NOTICE FORM(S).



USER FILLS OUT ANY MISSING INFORMATION IN NOTICE FORM. PORTAL PREPARES FORM FOR SUBMISSION AND EITHER DELIVERS NOTICE VIRTUALLY OR PRINTS OFF COMPLETE NOTICE FORM PACKET TO MAIL VIA POSTAL SERVICE.