



CONTRACTING QUICK-START GUIDE

FLEXIBLE CONTRACTING OPTIONS FOR RAPID ENGAGEMENT

What you need to know.

At 3Cloud, we know that time is critical, especially when you're ready to move fast on a high-impact initiative. That's why we've created a flexible, transparent and efficient approach to client on-boarding and contracting. Whether you're a new client or expanding your partnership with us, this guide outlines how we can get started quickly while aligning on the right contracting framework.

Why it matters.

A Master Services Agreement (MSA) is an important part of our long-term relationship, but it shouldn't slow down your opportunity momentum. Our flexible approach allows us to begin work while the MSA is being negotiated, using standalone agreements with limited terms and conditions (T&C's).

What makes 3Cloud different?



Start sooner, deliver faster.

3Cloud's proven contracting process often allows you to engage with the Client in a matter of days, not weeks.



We work the way you work.

3Cloud can conform to client contracting requirements, leverage their own documents or adapt a customized, hybrid approach.



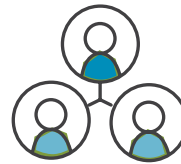
Self-serve evaluation.

Our [Trust Center](#) portal provides everything your legal, security & procurement teams will need to evaluate us quickly.



Clear terms, fast start.

For time-sensitive engagements, we can start with a simple, standalone SOW (with limited T&C's) or Letter of Intent.



A team built for momentum.

Our [Contracts Group](#) is a dedicated team of delivery executives, legal counsel and contract administrators, is available to meet with your team to accelerate contract reviews & expedite onboarding requirements.

Ways to engage:

We don't let paperwork delay progress. Here are ways we can begin collaborating now:

Engagement Type	We can start with	Typical Uses
Full MSA in place	Executed standard SOW	Ideal for long-term or multi-phase projects
MSA in progress	Executed SOW with minimum terms	Perfect for fast-moving initiatives or pilot projects
No MSA on file yet	Executed Letter of Intent (LOI) or Memo of Understanding (MOU)	Ideal for early-stage work or discovery
Client-Provided MSA	Executed SOW, LOI or MOU required while client MSA is under review.	Perfect for when clients prefer to use their own legal framework

*Work begins once a signed SOW, LOI or MOU is executed.

What to expect from our standard MSA.

Our standard MSA is designed to be fair, balanced and easy to review. It includes:

- Mutual indemnification
- Net 30 payment terms
- Termination for convenience
- No exclusivity or volume commitments
- Modular structure (can be paired with NDAs, BAAs, DPAs, etc.)

We're also happy to work from your MSA if it aligns with the scope of services. If not, we'll collaborate to find a path forward.

What you can do to expedite the process.

Here are a few tips to expedite the process and get your project moving faster:

- **Use a simple SOW:** We can begin work with a basic SOW and minimum terms.
- **Lead with your MSA:** If you have one, we'll review it quickly.
- **Use a LOI or MOU:** These can initiate work while the MSA is finalized.
- **Visit our [Trust Center](#):** View security, compliance & privacy documentation.
- **Begin onboarding in parallel:** We can collect documentation while legal reviews are underway.

Frequently Asked Questions

Can 3Cloud leverage the Client's contracting templates? Yes. We'll complete a rapid legal review and quickly work through any suggested revisions.

What if we need to start work before an MSA is signed? No problem. We can begin with a signed LOI, MOU or standalone SOW while the MSA negotiation is in progress.

What documents are required to onboard? All onboarding docs are determined by the Client and can vary. Don't worry, we'll guide you through it.

How long does it take to finalize an MSA? Leveraging 3Cloud's MSA (which is specifically geared towards professional services), 5-10 business days. Leveraging the client's MSA, timeline depends on complexity and client required review cycles.

Frequently used acronyms & terms.

BAA (Business Associate Agreement)

A legal contract required under HIPAA that ensures third parties will safeguard protected health information (PHI) when working with healthcare entities.

COC (Code of Conduct)

A formal document outlining the ethical principles, values and expected behaviors of employees, partners and vendors.

DPA (Data Processing Agreement)

A contract that governs how personal data is handled, ensuring compliance with data protection laws like the GDPR, CCPR and other applicable regulations.

LOI (Letter of Intent)

A non-binding document that outlines the preliminary commitment and key terms between parties before finalizing a formal agreement.

MSA (Master Services Agreement)

A foundational contract that outlines the general terms and conditions between parties for future transactions or projects.

MOU (Memo of Understanding)

A non-binding agreement that outlines the intentions and terms of collaboration between two or more parties before finalizing a formal agreement.

NDA (Non-Disclosure Agreement)

A legal contract that obligates parties to keep certain information confidential and not disclose it to unauthorized third parties.

SOW (Statement of Work)

A detailed document that defines specific services, deliverables and timelines for a particular project.

Ready to get started?

Whether you're ready to dive in or just exploring what's possible, we're here to help make this process easy.

3Cloud Contracts Team
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Visit our Trust Center
trust.3cloudsolutions.com