infiTecs

Contract Management Services

OUTSOURCING

www.infitecs.com

Contract Management

Infitecs offers a suite of contract management services aimed to free up your back office from manual transaction processing. We can upload and maintain contract data directly into your IT system or prepare extracts via Excel.

Contract Abstraction

- Key field and rule-based data extraction and ERP entry

Contract Administration

- Maintain integrity of historical and current changes
- Custom search and act

Contract Audit & QA

- Spot check, history search and data migration QA for new accounts

Contract Management

- Daily processing and reporting
- High volume / low value tasks