

OUICK GUIDE

Contract Lifecycle Management Made Easy: For Small to Midsize Businesses

Compliance. Control. Clarity. All in one place.

Running a growing business means juggling a lot—tight budgets, lean teams, expanding vendor lists, and an inbox full of contracts that all seem to need attention right now. But managing contracts doesn't have to be a time-suck or a stress-fest.

With ContractSafe, staying organized, compliant, and in control is refreshingly simple.

Why SMBs Love ContractSafe

ContractSafe gives you one secure, easy-to-use place for all your contracts—no messy spreadsheets, no complex setup, no IT headaches. Just fast, transparent access to the information that keeps your business running.



Never Miss a Renewal or Deadline

No more missed renewals or last-minute scrambles. It's like a contract assistant that never takes a day off.

- Unlimited alerts for reviews, renewals, and terminations
- Al automatically pulls effective dates, deadlines, and auto-renewal terms
- Custom dashboards show what's coming up next



Find What You Need—Fast

Find what you need fast—even in scanned documents. No more digging through folders or guessing filenames.

- OCR makes even scanned PDFs searchable
- Powerful full-text search—like Google for all your contracts
- Al-enabled search: ask "show me research agreements expiring this semester" and get answers instantly
- Filter by type, vendor, date, or any custom field



Streamline Drafting, Approvals, and Signatures

Creating and managing new contracts shouldn't slow down your deals.

- Build and reuse pre-approved templates
- Auto-route contracts for review and approval
- Send and sign instantly with two-way DocuSign integration



ContractSafe did all of the things at we were looking for. We manage a lot of agreements with various milestone dates, and contract safe was perfect for pulling those out and setting up reminders to send to the appropriate team member. We were able to easily store related documents under one umbrella and make changes as needed, and as the team changed. It was very intuitive to get set up and implement across the team. The support team was great to work with and always available.

~Jennifer M., Sr. Director of Operations, G2 Review





Simplify Reporting and Oversight

Turn contract data into actionable insights—without drowning in spreadsheets.

- Custom reports by contract type, vendor, or renewal date
- Export for finance, legal, or leadership in one click
- Stay on top of obligations and spend without the scramble



Integrates with the Tools You Already Use

ContractSafe fits right into your workflow. Fewer logins + fewer silos = way more time saved.

- Two-way DocuSign for quick, compliant signatures
- Connects with Salesforce, Zapier, and more
- Open API + SSO (Okta/SAML 2.0) for smooth IT approval



Set Up Fast. Use It Even Faster.

No consultants. No IT. No complicated setup. Just up and running—fast.

- Go live in under an hour
- 100% cloud-based—no installs, no consultants
- Includes live onboarding, real-time chat, and a help center that actually helps



Real Support: Not Just a Feature, A Promise

Our support is human, fast, and genuinely helpful. We're here from Day One—and every day after.

Ask us anything.

- Dedicated customer success manager on every account, no matter the plan.
- · Average chat response time is less than one minute!
- · Weekly refreshers, on-demand trainings, and helpful in-app guides



Stay Secure & Compliant

Keep sensitive business information protected and audit-ready..

- SOC 2-compliant with secure encryption
- Role-based access to control who sees what
- Full audit trails for every view, edit, and download

Built for Every Contract That Keeps Your Business Running

Whether it's vendor agreements, leases, employment contracts, or client services— ContractSafe keeps every document secure, searchable, and on schedule.

Our software scales as you grow, so you can start simple and add users, features, or integrations anytime.

Simplify the Admin. Amplify the Business.

ContractSafe makes contract management refreshingly simple and surprisingly affordable. Focus on growth, not paperwork—and finally give your contracts the attention they deserve (without giving them your nights and weekends).



Cet a free demo and see how easy contract management can be.