

Five questions before your contract migration.

Start with the decisions your team needs to make. Then define the evidence needed to make them.

01 Which fields matter?

List the dates, values and obligations your next system must hold. Agree what each field means.

02 What is in the archive?

Include scans, amendments and difficult document families in your representative sample.

03 Can you trace each answer?

Ask for source passages and page references. Keep missing or unclear answers visible.

04 Who accepts the result?

Define the reviewer, the acceptance rules and how corrections will be recorded.

05 Will the target system accept it?

Agree field mappings and test the load before expanding to the full portfolio.

See a real public sample.

Explore source-linked fields and download the workbook.

sample.excerpa.ai/sample