

Filter by individual, department or everyone.

Uncompleted and Completed Reminder Reports

- PATENT PENDING -



Both uncompleted and completed reminder reports can be sorted by date range, individual, group, client, matter, etc, with an option to output the results into Excel.

MUTUAL NONDISCLOSURE AGREEMENT

The Mutual Nondisclosure Agreement ("Agreement") is made as of _____, 2007, by and between VORTEX-TECH, INC., a Michigan corporation with offices at 11175 Scripps Drive, Livonia, Michigan 48150, and its wholly owned subsidiary, Vortex, the production and preservation of the confidential and proprietary nature of information to be disclosed or made available by either party to the other in connection with certain as per below or otherwise:

In witness whereof and in consideration of the following understandings, the parties agree as follows:

- Confidential Information
 - As used herein, the term "Confidential Information" shall mean all information and data provided or disclosed pursuant to the confidential disclosure between the parties, including including all documents, files, reports and records, in any form, including electronic, which are disclosed or made available by either party to the other in connection with certain as per below or otherwise, whether or not such information and data is specifically designated as "confidential".
 - Notwithstanding any provision contained in the Agreement neither party shall be required to maintain in confidence any of the following information: (i) information which at the time of disclosure to the receiving party, is in the public domain; (ii) information which either discloses, becomes part of the public domain by publication or otherwise, except by breach of the Agreement; (iii) information which was in the receiving party's possession at the time of disclosure by the disclosing party, and which was not acquired directly or indirectly from the disclosing party; (iv) information which the receiving party can demonstrate resulted from its own research and development independent of disclosure from the disclosing party; (v) information which the receiving party receives from third parties, provided such information was not obtained by such third party from the disclosing party via confidential basis; or (vi) information which is produced in compliance with applicable law or a court order, provided that the party is given reasonable notice of such law or order and an opportunity to attempt to comply or limit such production.
- Treatment and Use of Confidential Information
 - Each party receiving Confidential Information hereunder will:
 - use the same degree of care as that party uses to protect its own confidential information of a similar nature, but no less than a reasonable degree of care, to prevent the unauthorized use, dissemination, duplication or publication of such Confidential Information;
 - limit disclosure to those of its employees or agents as need to know such Confidential Information to accomplish the purposes of the Agreement;
 - advise its employees who might have access to Confidential Information of the confidentiality nature thereof and such party hereby agrees that its employees shall be bound by the terms of the Agreement;
 - not disclose such Confidential Information to any third party, nor any Confidential Information for any unauthorized purpose, nor any Confidential Information in any manner or form which will be made known to or which will adversely affect the other party or its business, or use the Confidential Information for any purpose or in any manner that would constitute a violation of any law or public law, including without limitation the export control laws of the United States.

Open and view document



DocMinder™

Document Reminder System
- Patent Pending -

Do you live and die by your calendar?

Word-Tech's **DocMinder™** Document Reminder System marries your documents to your existing e-mail system.

This affordable user-friendly system allows the **correct** individual to receive an automatic e-mail with the **correct** document attached at the **correct** time in the future with instructions on the correct action to take. The e-mail can also contain approved follow up forms and a check list of steps to take.

By simply right clicking on a document, you can bring up a list of events associated to that document. **Simplicity is the key!** If it's easy, it is more likely that users will enter the proper information.

Potential Business Applications

- Contracts with renewal dates, milestones, etc.
- Litigation dates and/or tasks to track
- Periodic document review (i.e. Sarbanes Oxley)
- Maintenance and/or warranty review
- Human Resources updates (employee reviews, benefit reminders)
- Lease and Real Estate transactions
- Insurance policy management
- Claims management
- Patent and Copyright management
- Correspondence management

Features & Benefits

- Reduces costs and risks from missing critical dates, not following up with correct forms or following the correct steps.
- Automatically e-mails to alert responsible parties or departments of upcoming events.
- Allows for supervisors to be alerted of upcoming reminders as well.
- Fulfill Sarbanes Oxley compliance re: periodic document reviews.
- Reduce risk of picking the wrong version of the document when critical dates come due.
- Integrates with your document management system and most popular e-mail systems.
- Creates reports on pending events/activities with proper documents by individual, department, etc.
- Reduces issues from personnel turnover.

Sample Reminder E-mail

