

## 3) Close deal

Once the basis for the quotation is done, the responsible sales person shall ensure that the following is signed:

- an agreement, if accepted by the client
- Data Processing Agreement (DPA), if deemed necessary

### DPA

Note that any signed DPA's shall be sent to QA for additional management (storage, and to make sure the project team can follow up on any actions specified in the DPA.)

Note also that it's the client's responsibility to have a signed DPA, but if the client doesn't have anything prepared, Awave have templates that can be used (these are only available in Swedish for now).

Don't forget that the client also needs to sign the agreement that allows our offices outside of Sweden to take part of the data (subcontractor agreement).

#### **Templates:**

[Instruction from client to Awave regarding how Awave should handle the client's data](#)

[Template for Data Processing Agreement \(DPA\)](#)

[Template for DPA subcontractors \(Riga and Copenhagen\)](#)