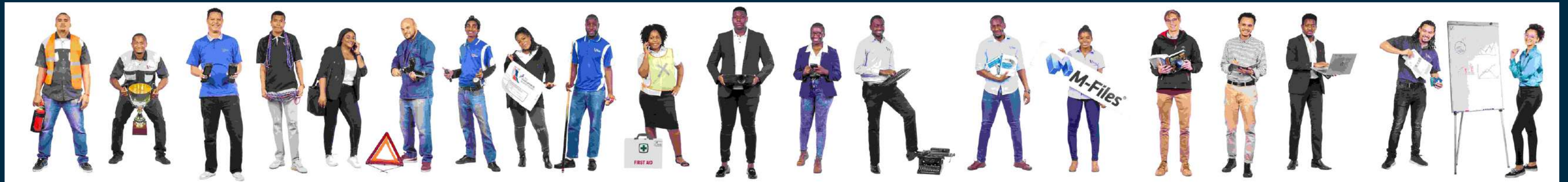


# The Document Warehouse



# WHO WE ARE



# HEAD OFFICE & BRANCHES



**Coastal Branch**  
**Techno Park, Trekkopje**  
**Street**  
**PO Box 23120**  
**Walvis Bay**  
**+264 64 22 1707**



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**PO Box 23120**  
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**+264 61 24 5588**

Open Sans



**Northern Branch**  
**Sam Nujoma**  
**Drive**  
**PO Box 23120**  
**Ongwediva**  
**+264 65 23 1880**

**[sales@documentwarehouse.com.na](mailto:sales@documentwarehouse.com.na)**

# SUPPORTING LOCAL DIGITALIZATION

## PAPER ARCHIVING

State-of-the-art  
archiving facility

Bulk scanning  
& digitalization

Indexing & Barcoding

Document storing  
products  
(boxes, files, barcodes)

## DIGITAL SOLUTIONS

High volume document  
scanning (240 000 pages  
daily capacity)

Manual, barcode and/or  
OCR indexing solutions

Namibian cloud hosting  
services

Digital Archiving services

## CONSULTING

Records Management  
Strategies

Business Process  
Automation

Filing Policy

Digital File Plan

Specialised barcoding  
solutions

Systems related to filing  
& archiving

## TRAINING

Records Management  
training

M-Files training

Hubshare training

O'Neil order training

**INTELLIGENT INFORMATION MANAGEMENT PLATFORM**

***M-Files***®

*The Smarter Way to Work.*

# M-Files®

The Smarter Way to Work.



500+

EMPLOYEES



300+

RESELLERS



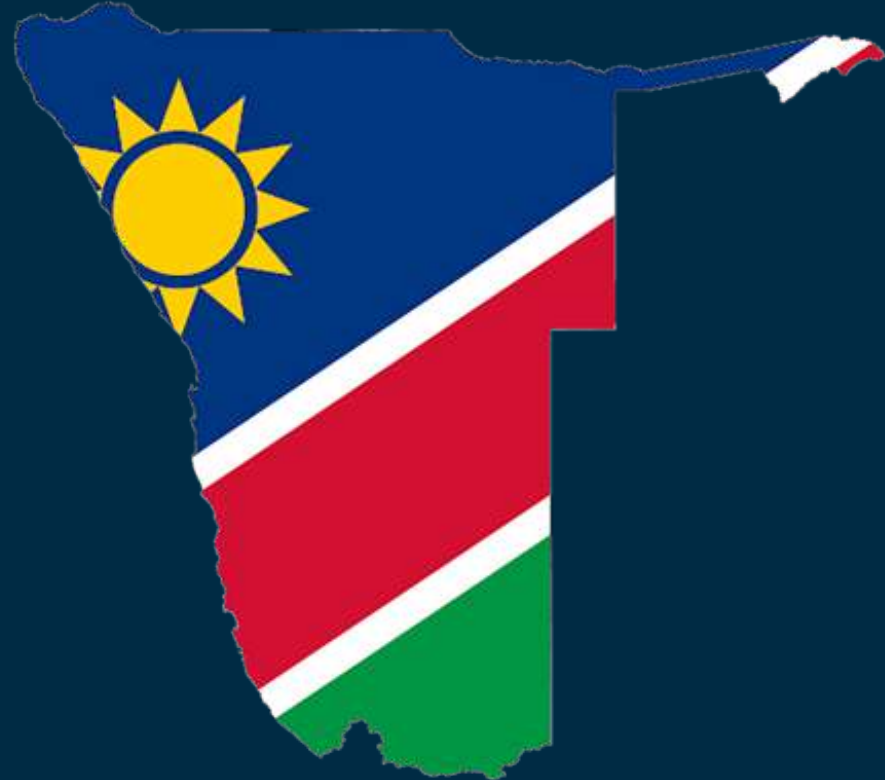
10,000

CUSTOMERS



100+

COUNTRIES



30+ NAMIBIAN CUSTOMERS





DOCUMENT TYPE



AUTHORIZATION



CLIENT



DATE

**MOTIVE MASTER AGREEMENT**

**1. CONTRACTING PARTIES**  
 This Agreement with its appendices and annexes ("Agreement") is entered into on (Valid From) (Effective Date) by and between the following parties:  
 1. **Motive LLP**, business identity code 000000-7, having its principal place of business at Hammaskatu 1 B, FI-33220 Tampere, Finland (hereinafter referred to as "Motive"), and  
 2. **AAA**, having its principal place of business at 123 Main Street, Dallas, TX.

**2. PURPOSE OF THE AGREEMENT**  
 This Agreement defines the terms and conditions applicable to Customer's access and use of consulting and support services from Motive summarized in this Agreement and/or as ordered by Customer with a separate Order signed by the Parties and incorporated into this Agreement. Each Order that references this Agreement shall be subject to the terms and conditions of this Agreement.

**3. SERVICES**

SKU	Product Name	Period	Qty	Unit Price per Month	Price per Month
12345	Consulting Services	2023-2024	100	250	\$25,000
				<b>Total Price per Month</b>	<b>\$25,000</b>

The prices are set based on the quantity purchased. Any additional quantities ordered by Customer shall be at Motive's current pricing and invoiced pro-rated for the remainder of the then current Subscription's billing period. Such additional quantities are invoiced after Motive has received and accepted such Order. For the avoidance of doubt, Customer may not reduce the quantity purchased during the current Subscription Period.

**WARRANTIES**  
 Motive and Customer then covered this Agreement to be signed and executed by their duly authorized representatives to be valid from the Effective Date.

Date: March 21, 2022  
 AAA Inc.  
*Sandra Williams*  
 Sandra Williams

Date: March 21, 2022  
 Motive  
*John Stevens*  
 John Stevens



IT'S ABOUT **WHAT** SOMETHING IS,  
NOT **WHERE** IT'S STORED.  
IT'S ABOUT **CONTEXT**, NOT **LOCATION**.

# M-FILES METADATA-DRIVEN DOCUMENT MANAGEMENT PLATFORM



Document Type



Client



Date



Authorization

The screenshot displays the M-Files web application interface. At the top, there is a navigation bar with the M-Files logo, 'Project Vault > Search', and a search bar containing the word 'Document'. Below the navigation bar, there are tabs for 'Home', 'Recent', 'All', 'Pinned', and 'Search'. The main content area is divided into three sections: a left sidebar with filters, a central preview pane, and a right metadata pane.

**Left Sidebar (Filters):**

- 5 results
- Scope: 1 +
- Object type: 1 -
- Document
- Assignment
- Document collection
- Contact person
- Customer
- Employee
- Project
- Report
- Show more
- Clear all filters

**Central Preview Pane:**

**MOTIVE MASTER AGREEMENT** ID: Q\_id

**1. CONTRACTING PARTIES**

This Agreement with its appendices and annexes ("Agreement") is entered into on [Valid From] ("Effective Date") by and between the following parties:

- Motive LLP**, business identity code 000000-7, having its principal place of business at Hermiankatu 1 B, FI-33720 Tampere, Finland (hereinafter referred to as "Motive"), and
- ABA**, having its principal place of business at 123 Main Street, Dallas, TX.

**2. PURPOSE OF THE AGREEMENT**

This Agreement defines the terms and conditions applicable to Customer's access and use of consulting and support services from Motive summarized in this Agreement and/or as ordered by Customer with a separate Order agreed by the Parties and incorporated into this Agreement. Each Order that references this Agreement shall be subject to the terms and conditions of this Agreement.

**3. SERVICES**

Customer's Services at the Effective Date:

SKU	Product Name	Period	Qty	Unit Price per Month	Price per Month
12325	Consulting Services	2022-2024	180	\$250	\$10,000
Total Price per Month					\$10,000

The prices are set based on the quantity purchased. Any additional quantities ordered by Customer shall be at Motive current pricing and invoiced pro-rated for the remainder of the then current Subscription's billing period. Such additional quantities are invoiced after Motive has received and accepted such Order. For the avoidance of doubt, Customer may not reduce the quantity purchased during the current Subscription Period.

**4. SIGNATURES**

Motive and Customer have caused this Agreement to be signed and executed by their duly authorized representatives to be valid from the Effective Date.

Date: March 22, 2022	Date: March 21, 2022
Motive	ABA Inc.
<i>John Stewart</i>	<i>Sandra Williams</i>
John Stewart	Sandra Williams

Page 1 of 29

**Right Metadata Pane:**

**Master Agreement - A&A.docx** ID 235 Version 4

Class\*: Agreement  
Name or title\*: Master Service Agreement  
Document date\*: 3/21/2022  
Customer\*: A&A Inc.  
Project: Consulting Project  
Keywords: [Empty field]  
Description: [Empty field]

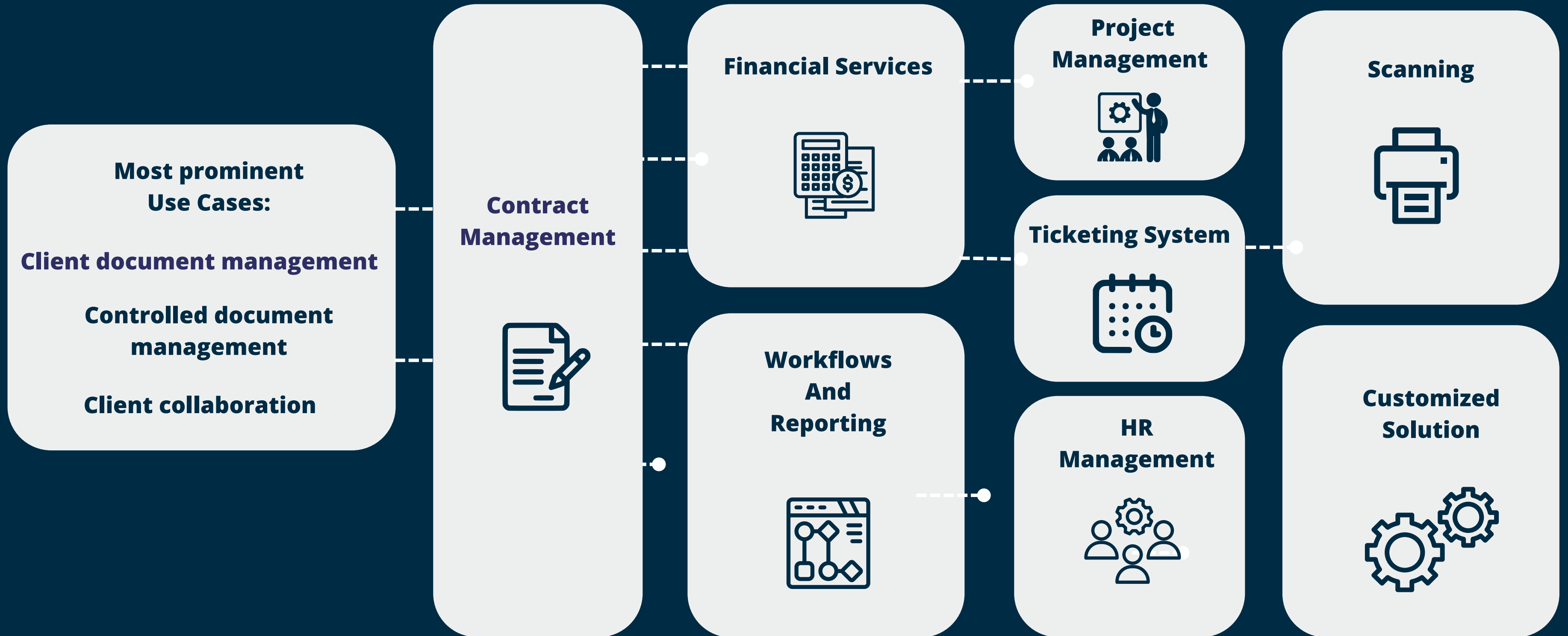
Add property

Created: 3/21/2022 3:02PM Tina Smith  
Last modified: 3/29/2022 5:08PM Tina Smith  
Permissions: Full control for all internal users  
Workflow: [Empty field]  
State transition: [Empty field]



# AUTOMATION OF BUSINESS PROCESSES

## LOCAL SOLUTIONS CURRENTLY IMPLEMENTED



# FLEXIBLE CONFIGURATION FEATURES



CLOUD,  
ON-PREMISES OR  
HYBRID

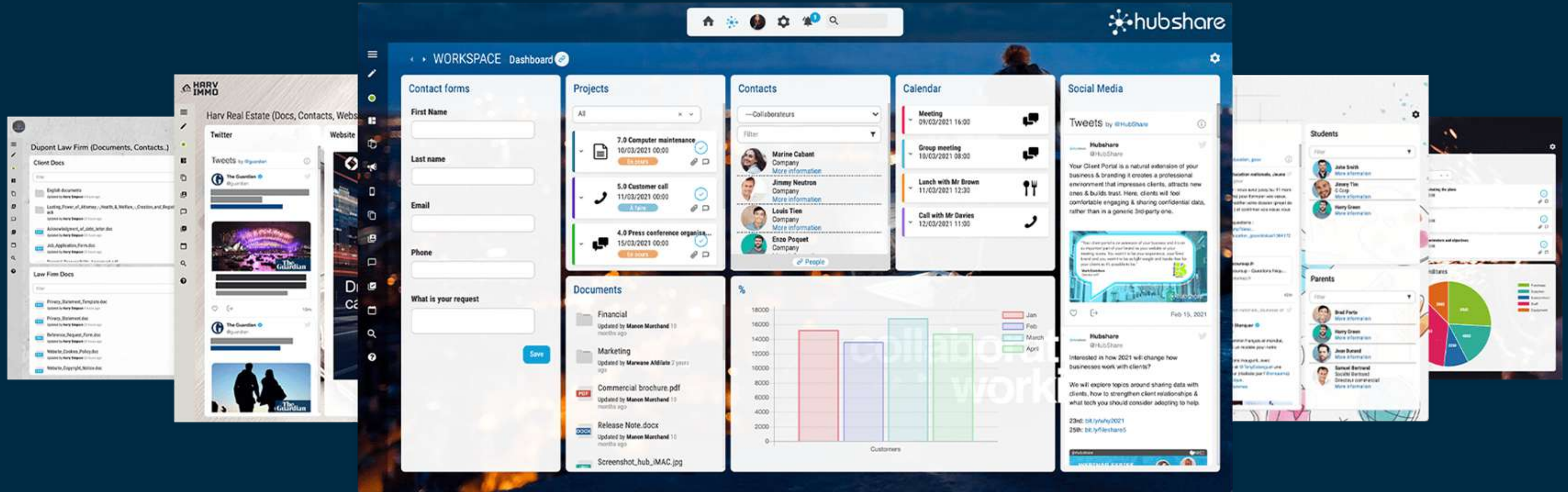


EASY  
CONFIGURATION



ADAPT TO CHANGE

# HUBSHARE - COMPLETE DIGITAL CLIENT EXPERIENCE & WORKSPACE



Secure Real-Time  
File and Content  
Sharing



Complete Digital  
Client Portals



Collaborative Digital  
Workspaces



Project and Task  
Management



Corporate  
Extranets



Document Collaboration,  
Co-Authoring and  
eSignature

# M-FILES & HUBSHARE

**M-Files Interface (Left):**

MF Demo > Client Workspaces > AJ Webb > Accounting - 14698

Name	Class	State	Share	Repository
Ask for the new account number [MF-101-1...	Correspondence	-	-	-
CSA - AJ Webb - MF-2000551	Client Service Agreement	Signed, Active	-	-
CSA - AJ Webb - MF-2000553	Client Service Agreement	Signed, Active	2020 Financials	-
DLV_Filing Statement.pdf	Tax Document	New - Approval Requi...	2020 Financials	-
DLV_Tax Return 2020.pdf	Tax Document	New - Approval Requi...	2020 Financials	-
PD_ACC14698 - Corporate services, financial...	Proposal	Published	-	-
RE Ask for the new account number [MF-10...	Correspondence	-	-	-
WP_Bank Statement.pdf	Financial Statement	-	-	-
WP_Financial Worksheet.xlsx	Workpaper	New - Approval Requi...	-	-
WP_Job Plan.docx	Workpaper	New - Approval Requi...	-	-

**HubShare Interface (Right):**

AJ Webb Dashboard

Client Portal Home

**Shared Content Table:**

Name	Class	Job	Last update
CSA - AJ Webb - MF-2000553	Client Service Agreement	Accounting - 14698	1 day ago
DLV_Filing Statement	Tax Document	Accounting - 14698	1 day ago
DLV_Tax Return 2020	Tax Document	Accounting - 14698	5 days ago

**Form Fields (Right):**

- Add Document:** Portal Upload, Subject\*, Description\*, Files (max. 3), Upload file, No file.
- Service Request:** Service Request, Name or title\*, Service Category (Select an element), Description, State (Select an element), Cancel, Create.

# OUR COMMUNITY INVOLVEMENT & EFFORTS



Môreson Special School



Sijwa Project



Clean Repair Paint Plant (C.R.P.P.)



The Brainerly Academy



# THANK YOU

 the  
document  
warehouse

 [www.linkedin.com/company/the-document-warehouse/](http://www.linkedin.com/company/the-document-warehouse/)

 [www.facebook.com/documentwarehouse](http://www.facebook.com/documentwarehouse)

 [www.instagram.com/thedocumentwarehouse/](http://www.instagram.com/thedocumentwarehouse/)

 [www.twitter.com/TDW\\_NAM](http://www.twitter.com/TDW_NAM)

 [sales@documentwarehouse.com.na](mailto:sales@documentwarehouse.com.na)

 [@thedocumentwarehousenamibi157](https://www.youtube.com/@thedocumentwarehousenamibi157)

