

Future of Work

# How to stop copy-pasting and automate your workflows



# Introduction

It's widely acknowledged that the future of work is going to be connected, data-driven and automated — that we will be augmented and supported by new intelligent technologies which will improve the quality of our output, increase our efficiency and free us from many of the manual and repetitive tasks we have to do today. We know where we are going.

## The problem is getting there.

Right now, many businesses are caught in a chasm between outdated boomer tech and this yet-to-be-fulfilled promise of artificial intelligence. While they have left the cubicle landscape in a physical sense, they are still stuck in old routines of mindless and repetitive copy/pasting. They keep talking about the promise of AI as some technological Messiah but haven't really got a plan for how to get there.

We believe that it's time to go back to basics with technology and establish a solid foundation. We are already living in an automation age where modern tools enable you to automate your workflow and leverage your data to become more data-driven.

The purpose of this ebook is to help you bridge the gap between a manual present and the coming of the smarter future. We will explain what to focus on, and give you some concrete examples on how to improve your workflow here, now and for the future.

# An automation age

**Mckinsey estimates** that:

” “About half of all the activities people are paid to do can already be automated with current technologies.”

While the steam engine boosted productivity by 0.3% in the second half of the 19th Century - automation is **expected to increase** productivity by 1.4 % before 2065.

Automation is not a single technology. The concept covers all the different technologies by which a process is performed without or with minimal human assistance. But no matter if you are automating a manufacturing process, or like Contractbook, improving workflows with data-driven document automation, the benefits are plenty.

First of all, automation technologies reduce the cost significantly by minimising the use of manual human labour. Secondly, automation increase consistency and often also improves the quality of the output. Machines are not just faster; they are also more reliable when they perform repetitive and standardised work, which reduces the number of human errors.

And thirdly, automation generates a huge productivity boost as it makes processes significantly more efficient and scalable.

Automation as a concept originates from the Ford Factories in the 1940s and has impacted blue-collar workers and industrial labour. But it's becoming apparent that white-collar workers such as lawyers, accountants, secretaries, bankers, journalists and designers also will have large chunks of their jobs automated. All the tedious, repetitive and non-complex manual routines can and will be automated in the coming years. Some jobs will be replaced; other professions will appear.

The Finish thinker Esko Kilpi once said that the future of work is going to be interactions between interdependent people. So if parts of your work are repetitive and you can do it alone, tech can most likely do it faster, cheaper and better. But that doesn't mean that everything is going to be automated.

Humans will be in charge of establishing good human relationships and performing the most collaborative and creative work where machines are inferior to humans.

The CEO of Zapier, Wade Foster, hits the nail in an interview with did with him when he said:

“We as humans desire things like community, creativity. Missions. We are not at our best when we are doing data entry and copy/pasting. No one wants to do these sort of ground-level tasks. In my view, machines should do that stuff and free us up to do the more creative endeavours. That could be anything. It could be reinvesting time in our business. It could be spending more time with our families. It could be spending pursuing hobbies we care about. It's up to each of us how we reinvest that time. All of us have tedious work that we do day in and day out that we would rather not have to do.”

**The future of work is a liberation project. It's about breaking free of the cubicle, so you can pursue your individual purpose.**



# Contract automation

All of this is highly relevant if you are working with contracts. Any contract workflow is full of dull and repetitive manual processes. That means you will most likely benefit from automating your legal work if you have a high frequency of low complexity contracts, or if your contracts require a high amount of manual touchpoints. Imagine clauses that must be found and inserted, data that must be moved from system to system, and all the other small things that slow you down.

**All these manual tasks make you more prone to making legal errors, they harm your productivity, and they end up taking time that you could have used on more creative endeavours.**

That is why we have decided to enrich our end-to-end contract lifecycle management platform with data-driven document automation features that enables you to automate every single part of the process. From questionnaire-based document generators to self-executing tasks management and advanced integrations that enable you to automate your HR-contracts or sales journeys.

Since the beginning, we have chosen to store our contracts in a database which enables you to make smart and dynamic contracts where you can leverage all the data it contains to automate your workflow and prepare yourself for a smarter future. However, you don't need over-hyped Blockchain or expensive AI to work smarter here and now. Contractbook gives you the opportunity to automate all the essential parts of your workflow here, now and in years to come.

We advise you to get in touch with one of our automation consultants who can assess your workflow and find out how we can improve your unique setup. It's essential to find the exact parts of the flow where automation makes the most considerable difference, so you can boost your productivity, reduce the costs, and the minimise human errors in your contracts where it matters.

The possibilities are endless as Contractbook enables you to connect your contract workflow with more than 3000 other tools and applications. By combining them, you can set up infinite customised ways of making your own self-executing contracts and build whole chains of automated triggers. You can make [the Rocky soundtrack play](#) whenever you sign a new deal, build your own webshops with WordPress, generate payslips based on contracts, double store your documents in multiple servers or even trigger social media posts of [sad kitties](#) whenever a contract is rejected. Your imagination is the limitation.

Are you overwhelmed? No surprise. It can be hard to see the wood for the trees when there are so many opportunities available.

So to give you a more tangible idea of what you can do, we have listed some of the most used and loved contract automation currently applied to our platform. These are easy to set up, and we can get you started already today.

[Here is some inspiration for you.](#)



**Automate your contracts**



# Auto-generated contracts

In a quest to rethink the contract creation process, we have design a brilliant tool to auto-generate flawless contracts in no time. Instead of editing templates or browsing through a template library, you can use a well-designed and intuitive questionnaire to gather and plug-in data from which it auto-generates a document ready for your review or signature.

This feature works especially well for organisations that generates a high volume of contracts and need to maintain a strict level of consistency of their contracts - whether for commercial or compliance reasons. Take a sales department as an example.

Instead of letting your sales reps draft up sales contracts and run the risk of having them make errors in the contract, you can simply just give them a fool-proof questionnaire to fill out, and the contract is automatically drafted for them. The solution works for all kinds of departments: sales, procurements, human recourses, legal counsel, you name it.

You set up the questionnaire, and based on a few given answers; you generate a standardised contract to be signed. You can even make small tooltips, videos and articles to guide your employees through the process.



Read more about the solution [at here](#) or reach out if you want to know more. You can also try this live [demo version](#) of the document generator.

We have quite a few customers that leverage auto-generated contracts. One example is LuggageHero which is a bit like the Airbnb for luggage. They have a distributed sales department where freelancers visit potential local storage locations for their platform.

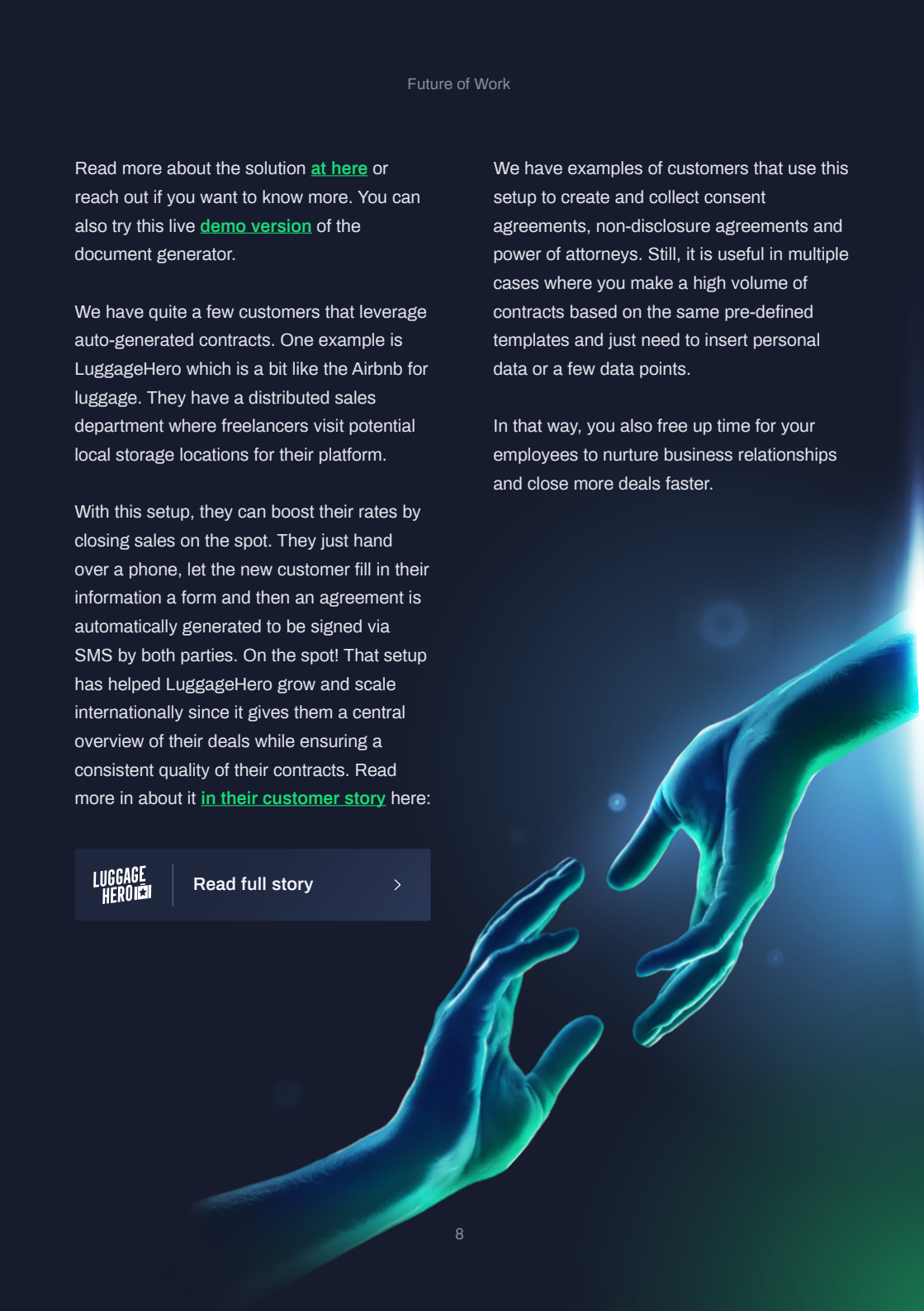
With this setup, they can boost their rates by closing sales on the spot. They just hand over a phone, let the new customer fill in their information a form and then an agreement is automatically generated to be signed via SMS by both parties. On the spot! That setup has helped LuggageHero grow and scale internationally since it gives them a central overview of their deals while ensuring a consistent quality of their contracts. Read more in about it [in their customer story](#) here:

We have examples of customers that use this setup to create and collect consent agreements, non-disclosure agreements and power of attorneys. Still, it is useful in multiple cases where you make a high volume of contracts based on the same pre-defined templates and just need to insert personal data or a few data points.

In that way, you also free up time for your employees to nurture business relationships and close more deals faster.

LUGGAGE  
HERO

Read full story





# Automate your sales journey

One of the cases that underline how impactful contract automation can be is how we helped the Danish company Drivers. Drivers is a P2P car trading platform for selling second-hand cars. They are always looking for opportunities to optimise their workflow as they run a high-volume/low margin business. To help them improve their workflow, we made an assessment of their entire sales journey and looked into how we could automate all the manual touch points. The result is a smooth workflow where we have automated all the manual parts of the process. From lead to done deal, we have set up triggers and actions and integrated with their CRM-system, so all the data is updated at all times.

Their sales journey includes various documents: sales contracts, purchase agreements and power of attorneys - and since we have automated this entire flow; all these contracts are created, signed and organised by a chain of triggers. As you can

read in this customer story, this advanced automated setup has led to a 30 % reduction in working hours spend on every single purchase. That has resulted in a 25 % cost reduction in the entire company.

Drivers are using Pipedrive, but we are able to integrate with all the most common CRM-systems (including Hubspot and Salesforce) and create a similar automation flow for your sales department. In fact, we are using an integration with Hubspot to automate our own sales processes as well.

drivers | [Read full story](#) >

Let us get in touch and see what magical solution we can build take make your sales organisation efficient and fool-proof.

[Contact us](#) >



# Communication and project management

Data-driven document automation can help you work smarter with your contracts in multiple ways. A popular solution is to connect Contractbook with other communication and project management tools to increase the collaboration and transparency on your team.

We can easily set up integrations with your workspace in Slack, so you are noticed every time a contract is signed, or changes to a deal are requested. This integration can also work as an extended reminder setup, so you get Slack notifications for all your contract reminders. If you prefer these notifications in your email or Teams that work as well.

The case is the same for project management tools like Airtable, Asana or Trello. A great example is a setup we have created for Mutebox. Whenever an order is collected in their Shopify-integrated online shop, a rent agreement and a Trello card is automatically generated, so they can access and approve their contracts before signing them.

Connecting Contractbook with a tool like Trello is also a good idea if you want to integrate all your contract-related tasks to your daily workflow and ensure you meet all your obligations.

Read the customer story about Mutebox [here](#):

MUTEBOX | [Read full story](#) >

As their CMO says, they miss 0 % of their deals, save 80 % of their time, and their contracts are 100 % correct. They are relieved from the manual hassle of data entry and copy/pasting to spend his time on more creative tasks. Or as the CMO says:

” Document automation allows me to forget paperwork and focus on growing.”




# Automate your HR

Just as we automated an entire sales journey for Drivers, we can also automate most of the workflow for HR-departments, so you get rid of all the tedious manual tasks related to onboarding new employees.

Firstly, we can automate the generation of employment contracts, non-disclosure agreements and all the other legal documents you need when expanding your team.

Recently, we also launched a very cool integration with the Danish payment system Salary, so that whenever you sign an employment contract in Contractbook, the new employee is automatically created in Salary's payroll system including all the relevant data. It takes a few minutes to set up and works like a charm.

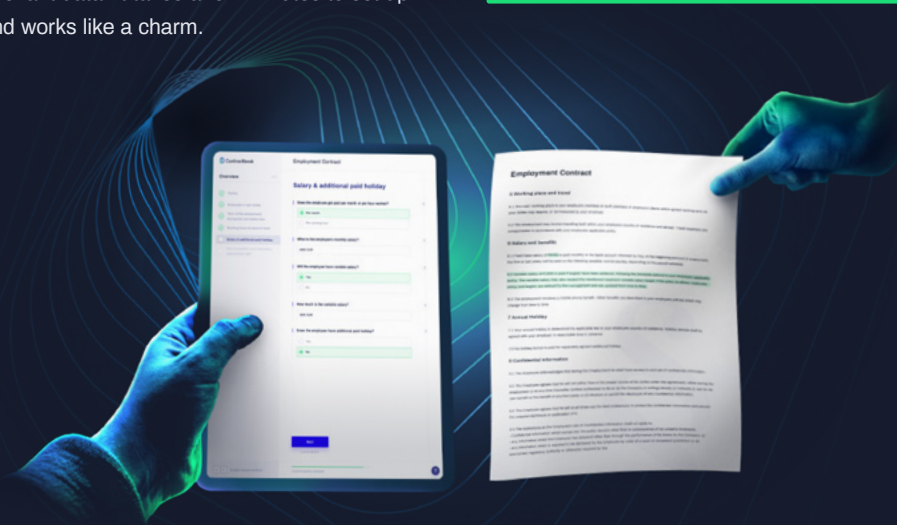
Read more about it [in this help centre article.](#)

 [Read the article](#) 

As Contractbook integrates with **more than 3000 other apps**, we can most likely create an automated HR setup no matter what tools you use as part of the process.

Just reach out, and we will design a solution for you that will free up time, get rid of human errors and enter a smarter future using data-driven document automation.

[Contact us](#) 



# Emails

We are not only offering contract automation solutions for the creation, signing and management process. With our mass uploading feature and our brand new **Gmail Importer**, we can also automate the storing and organising part of your contract lifecycle.

Our Gmail Importer can extract contracts from your Gmail account and upload them to your Contractbook account so you can make sure that you have all your contracts gathered in a single organised overview. You can decide which domains you want to import from, sort the list of contracts and organise them as you want, but the entire scanning process is completely automated. You can even connect your Gmail account to your Contractbook account so that contracts received in your email are automatically uploaded to Contractbook.

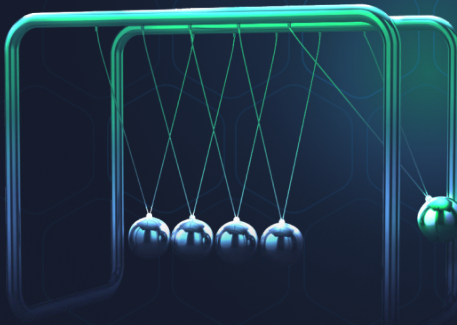
As the juice manufacturer Frankly Juice mentions in [this customer story](#), the Gmail Importer will fix a task that would normally take days to perform in just a few minutes.

**FRANKLY**  
JUICE

[Read full story](#)



Saving time on that tasks is an obvious advantage. But you also get a much more compliant setup, when your contracts are not scattered all over many different platforms. **Having everything in one place** gives you an invaluable overview so you never miss a deadline, make sure all obligations are met and can be proactive in re-negotiations.





## What are the limits of data-driven document automation?

As mentioned before, it is only your imagination that sets the limitations. The benefit of using Contractbook is that you can replace all your tools with a single end-to-end platform that enables you to manage your contracts throughout their entire lifecycle and automate all parts of the process. Whether you want to automate the contract generation process or build self-executing contracts, we have the solution.

Read more about all the opportunities [here](#) or book a demo with one of our automation consultants here:

[Book a demo](#)



---

 Contractbook

**A smarter way to manage contracts**

[Facebook](#) | [LinkedIn](#) | [Website](#)