

# APPROVE

## Basic Escrow

The escrow package for protection against risks when investing in products and services that are knowledge based. In middle to high risk situations, we recommend an appraisal by a neutral expert.

For products and services that contain software and firmware, we offer more comprehensive testing in our Standard Escrow and Secure Escrow packages.

### Service:

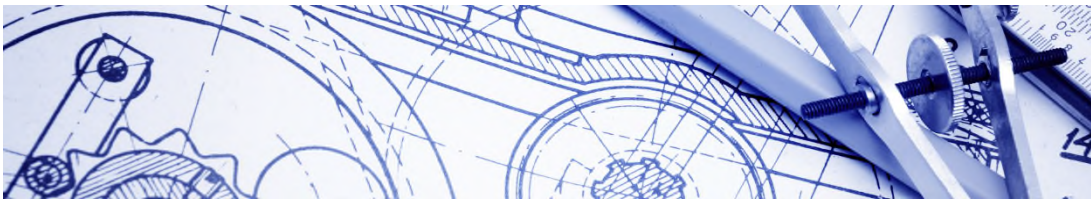
- Sources and documentation are checked for completeness as per manifest
- Media are tested for working order and readability
- The materials are securely stored in two independent locations
- Current versions and updates are requested from the vendor at intervals stipulated in the contract (update service)

**Low risk when the investment is in products and services that include software and firmware. Examples of criteria are:**

- The consequences of a loss of support or bankruptcy of the software manufacturer are not immense
- The application is independent and not involved in business-critical processes
- Serious consequences of an outage can be avoided by re-installing the software in its most recently available configuration
- Modifications and corrections can be made without outside help when the source code is available

**Medium to high risk when the investment is in products and services that **do not** include software and firmware. Examples of criteria are:**

- The lack of support or bankruptcy of the manufacturer endangers business processes and production
- In an emergency, the fully functional product must be available with all the information required for maintenance
- The product requires maintenance, modifications and extensions at regular intervals
- Time and money constraints make selecting and deploying an alternative product unfeasible
- In middle to high risk situations, we recommend an appraisal by a neutral expert.



#	Escrow Service	Period	Price
2.1	Safe deposit: supply and assurance	yearly in advance	400 €
2.2	+ Update management, shredding of outdated material	yearly in advance	400 €
2.3	+ Storage of audited material including inspection record and repetitive material transfer to lockbox during longterm inspections. Deposit history on request.	yearly in advance	400 €
3.1	Accepting and escrowing 1 material per contract year or creation of a copy of data carrier(s) to avoid decay processes by non-presentation of a new material within a contract year	yearly in advance	350 €
3.2	+ Inspection: Basic	per material and delivery	350 €
3.5	+ Supply: escrowed material, 1 office, 2 PC's and 1 custodian	per day	800 €
	+ Inspection by third party experts	per day	on request