**Welcome to the MSCRM-ADDONS.com DocumentsCorePack sample template instructions**

This template is an easy-to-use contact template.
You can execute this template against any contact record that meets the following requirements:

* Basic contact record information (e.g. first name, last name, email)
* A related record that contains an email address (e.g. an owning user or a parent account)

**DocuSign must also be configured for your environment. For more information on how to configure DocuSign, [please see here](https://support.mscrm-addons.com/knowledgebase/get-started-with-docusign-for-microsoft-dynamics-365-installation-configuration/).**

This simple template contains an example Non-Disclosure Agreement, also known as an NDA. This NDA contains various DocuSign fields. Under ‘Parties,’ there are two ‘Company’ DocuSign fields, one set for each party. At the very bottom of the document under ‘Signatures,’ there are two signature fields, once again for each party.

The following DCP features were used to build this template.
All features are referenced as comments in this document’s MS Word markup section.

* Document name ([LINK](https://support.mscrm-addons.com/knowledgebase/document-name-dynamics-365))
* Insert current date as Advanced String ([LINK](https://support.mscrm-addons.com/knowledgebase/how-to-insert-the-current-date-with-the-datetime-function))
* DocuSign ([LINK](https://support.mscrm-addons.com/knowledgebase/docusign-for-documentscorepack/)/[LINK](https://support.mscrm-addons.com/knowledgebase/how-to-create-a-documentscorepack-template-for-docusign/))

Please review these step-by-step instructions to see how to use/create this template:

[https://support.mscrm-addons.com/knowledgebase/](https://support.mscrm-addons.com/knowledgebase/step-by-step-how-to-create-an-nda-template/%22%20%5Ct%20%22_blank)**[step-by-step-how-to-create-an-nda-template](https://support.mscrm-addons.com/knowledgebase/step-by-step-how-to-create-an-nda-template/%22%20%5Ct%20%22_blank)**[/](https://support.mscrm-addons.com/knowledgebase/step-by-step-how-to-create-an-nda-template/%22%20%5Ct%20%22_blank)

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| **NON-DISCLOSURE AGREEMENT** |
| **I PARTIES**This Non-Disclosure Agreement (referred to as the “Agreement”) is made as of **DATE** (“Effective Date”) by and between <<DSCompany1>> (referred to as the “Disclosing Party”) and <<DSCompany2>> (referred to as the “Receiving Party”). Both the Disclosing Party and the Receiving Party will be referred to as the “Parties” collectively.**II CONFIDENTIAL INFORMATION**The Receiving Party shall agree to not disclose any confidential information related to the Disclosing Party. The Receiving Party shall additionally agree to not use any information from the Disclosing Party without their consent.Confidential Information refers to all information given to the Receiving Party by the Disclosing Party as it pertains to their business. This covers information as it is distributed to the Receiving Party in any form, including (but not limited to) written, digital, or oral distribution.**III EXCLUSIONS**The Parties shall be aware that Confidential Information does not include a) information already known to the public; or b) information created and/or discovered by the Disclosing Party after the signing of the Agreement.**IV VIOLATIONS**If either Party is in violation of the Agreement, punishment will be given as indicated by state law.**V SIGNATURE**By signing below, the Parties agree to the terms and conditions as written within the Agreement.

|  |  |
| --- | --- |
| DISCLOSING PARTY | RECEIVING PARTY |
| <<DSSignature3>>  | <<DSSignature4>>  |

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