

Attribution and Outsourcing Model



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Introduction

The accounting cycle is a set of manual and computerized operations aimed at creating accounting records, then financial statements, and finally establishing controls and methods that facilitate their analysis and summarization. This makes it easier to handle and benefit from them in making decisions that concern the project.

Individuals entrusted with handling certain tasks for a business are freelancers. They are typically contracted to manage operations and activities that the business does not need to handle internally, such as human resources, help desk, accounting, graphic design, and more.

Attribution and Outsourcing Benefits

Contracting and assigning tasks to external parties allows businesses to reduce their workload and focus on core activities of the enterprise. This approach has led to several advantages for business owners, including:

Cost Reduction: Outsourcing helps businesses save money by contracting with enterprises or freelancers who offer services at lower wages, which is especially beneficial for seasonal businesses.

Experts: Instead of going through the complexities and costs of recruiting and training new staff, businesses tend to hire or contract experts directly, saving time and resources.

Focus on Core Businesses: Use attribution and outsourcing for parallel tasks allows to concentrate on key operational areas. Key staff should invest their time and energy in building the startup's core business and making it more competitive, rather than getting involved in secondary operations.

Key Business Functions

Business functions that are commonly outsourced and attributed:



Marketing



Customer Service



Social Media Management



Back Office Support



Accounting



Software Development

Attribution and Outsourcing Types

1

Local Attribution: Involves attribution and outsourcing tasks to an enterprise or freelancer located within the same country as your enterprise.

2

Neighbouring State Attribution: Contracting with nearby states of your country's location to facilitate effective communication and achieve satisfactory results. For example, if your enterprise is in Saudi Arabia, neighbouring GCC countries can be considered for this purpose.

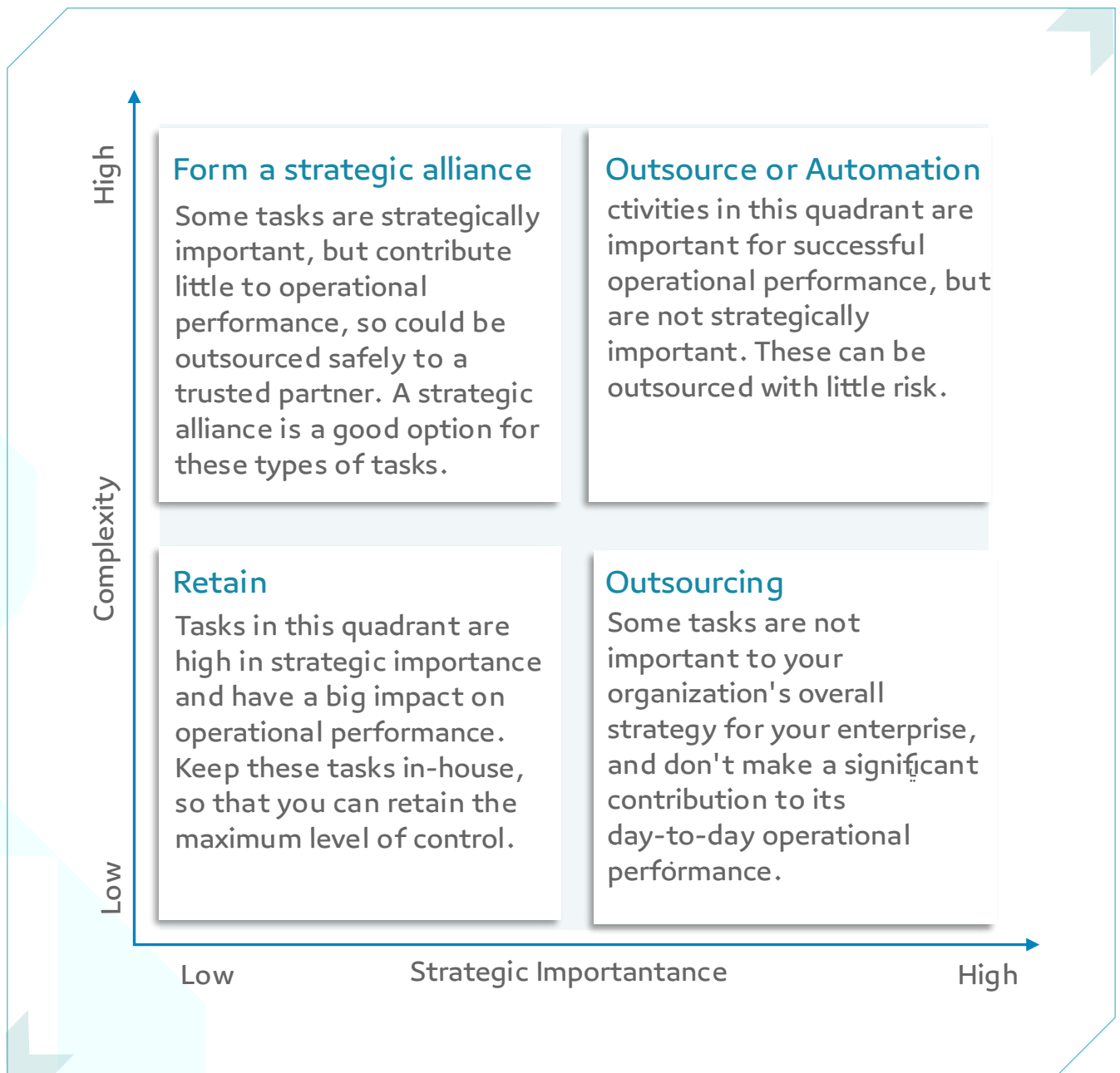
3

Foreign State Attribution: Involves engaging enterprises or freelancers located in countries that are distant from your enterprise's located country.

Business Function Analysis

To determine what tasks can be attributed and outsourced, it is important to first identify your core business. Core business activities are those that create value, differentiate you from competitors, and influence customer perception.

Once you have identified your core business, analyze the supporting functions. If you're still unsure about which functions can be attributed and outsourced, you can use Datamrk's outsourcing decision matrix form for guidance.



BPO Model



The BPO model can be utilized alongside legal consultation.

This BPO Contract was concluded and agreed upon from [date] to [date] and agreed between the first party/service provider: [name of enterprise], residence: [country], [city], [street], [postcode]. The second party/client: [name of enterprise], residence: [country], [city], [street], [postcode]. !

Services/Products

The second party, service provider, who is being contracted will carry out the functions specified in this BPO Contract as per the timetable outlined in the table below.

Service name/product	Service description/product

Payments

All invoices must be paid by their respective due dates, and the amounts specified in the table below include VAT.

Section Name	price/value	quantity	subtotal
social media	SAR 0.00	1	SAR 0.00
posts	SAR 0.00	1	SAR 0.00
content development	SAR 0.00	1	SAR 0.00



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Terms and Conditions

- Each Party shall retain all its rights and ownership, its interests in its pre-existing intellectual property and its own, regardless of any disclosure of that intellectual property to the other Party, subject to any licence granted here.
- No Third Party will use pre-existing intellectual property in connection with this contract unless the service provider can have the right to use it for the client's benefit. If the provider cannot be the owner of this pre-existing intellectual property; the service provider will obtain from the owner any rights necessary to enable the service provider to comply with this contract.
- The Client Service Provider grants a non-exclusive, property-free licence worldwide, a permanent and non-derogable licence with a licence including the right to manufacture, sell, use, copy, modify, adapt, display, distribute, manufacture, disclose and provide a licence to others to do these things.
- The provider will not integrate any Third Party material, including open source or free software, into any delivery unless the provider clearly identifies the specific elements of delivery to contain third party material.
- The service provider shall comply with orders and covenants for all third party licences (including all open source licences) associated with any software components to be included in the products or other materials provided under this service contract.
- The service provider will not use the customer's name, shape or logo ("identity") without the prior written consent of the client; to include usage or indicate the customer's identity directly or indirectly in conjunction with any customers, or other potential customers; Any customer lists, advertisements, newsletters or bulletins for any professional or commercial publications.
- For the purposes of this contract, "confidential information" means information or material owned or considered confidential by a party (the "party disclosing information"), as well as information relating to the party (the "receiving party") obtained or known through this contract (including information filmed, generated, discovered or developed by the service provider in whole or in part by the service provider). Confidential information does not include:
 1. Information that is publicly known or becomes publicly known without any contract violation, or information commonly used in trade during or after the receiving party becomes aware of it.
 2. General knowledge or information that the receiving party already had through similar actions.
 3. Information received from a third party in a lawful manner without any restrictions on disclosure, and without affecting the obligation to keep it confidential.
 4. Information that the receiving party already knew before receiving it from the disclosing party, as long as there are no restrictions on further disclosure, or information that the receiving party developed

BPO Model



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Terms and Conditions

- Both Parties hereby agree that the receiving Party shall not use, commercialize or disclose confidential information of any person or entity during this term of office, at all times thereafter, except as specifically permitted in this document or in separate writing signed by the disclosing Party.
- Upon termination, or at any time at the request of the disclosing Party, the receiving Party shall return to the disclosing Party all confidential information, including all observations, statements, reference materials, drawings, notes, documents and records containing in any way confidential information.
- The service provider acknowledges that its performance and performance of this contract are not inconsistent with or in breach of any contractual or other obligations to which the service provider is bound.
- The Customer may terminate this contract/or any individual project for his or her convenience, without liability at any time, upon prior written notice to the Provider.
- The service provider may terminate this Contract upon prior written notice of days provided that there are no deliveries in progress during that period.
- The Customer may terminate may this Contract or any open projects immediately if the Provider fails to fulfil any of its obligations under this Contract, or if there is a breach of any of the guarantees set forth therein and fails to rectify this failure, or breaches the Customer's consent within ten (10) calendar days (unless extended by the Customer) after notification.
- Upon termination of any project or work provided by the service provider, it will immediately provide the client with all ongoing or completed work before the termination date.
- As the only customer obligation of the service provider, resulting from this termination, the customer will pay a fair amount to be determined by the customer for incomplete work, thereby approving the price of completed services or deliveries provided.
- When this contract is terminated, expires or a project is completed by the service provider, what must be done first is that the service provider must immediately return to the client all materials or tools provided by the client under this contract and all confidential information provided by the client.

