



EVERCOMMERCE APPROVAL & SIGNATURE POLICY

Effective November 15, 2021

Purpose: The purpose of this policy is to outline the process for approval and signature authority of all contracts that bind EverCommerce and its solutions organizations (collectively, the “Company”) and non-contract related procurement activity.

Other Policies: Refer to the Company’s separate policies regarding:

- **Contracts:** Refer to the Company’s Contracts Policy for procedures required for Legal review and centralized storage of all contracts for the Company.
- **Procurement:** Refer to the Company’s Procurement Policy for procedures required for the procurement of goods and/or services.
- **Expense Reimbursement:** Refer to the Company’s Travel and Expense Policy for procedures required for charging and submitting Company expenses for reimbursement.

Definitions:

- **Procurement Value:** “Procurement Value” means the one time or projected aggregate annual expenditure (including fees, costs, expenses and other amounts). Do not split up purchases to achieve a certain approval threshold. All monetary references in this policy are USD; for non-USD currencies, use the USD value equivalent in the applicable currency at the time of the contract signing.
- **Revenue Value:** “Revenue Value” means the projected aggregate annual revenue (including fees, costs, expenses and other amounts). Do not split up contracts to achieve a certain approval threshold. All monetary references in this policy are USD; for non-USD currencies, use the USD value equivalent in the applicable currency at the time of the contract signing. **All contracts over \$100,000 in Revenue Value require review by Legal including templated Company contracts previously approved by Legal.**

Standing Delegated Authority: Any person with approval authority per the Approval Matrix below may designate another individual to have signing or purchasing authority for a specific value, type or purpose, by delegating such authority and providing approval via email to: 1) the delegating party’s direct supervisor, 2) the General Manager (if the delegated authority is for a solutions organization), 3) legal@evercommerce.com for contracts, and 4) ldabberdt@evercommerce.com for procurement. Standing delegated authority will continue in effect until withdrawn by the delegating party or until the delegating party no longer has appropriate authority to delegate.

One-Time Delegated Authority: Any person with approval authority per the Approval Matrix below may designate another individual to have signing or purchasing authority for a specific contract or procurement by delegating such authority and providing approval via email to: 1) the delegating party’s direct supervisor, 2) the General Manager (if the delegated authority is for a solutions organization), 3) legal@evercommerce.com for contracts, and 4) ldabberdt@evercommerce.com for procurement.

Other Requirements: Certain non-ordinary course agreements may require additional approvals or signature authority or may be subject to other policies. If you aren’t sure whether additional approvals may apply, please ask Legal.

APPROVAL & SIGNATURE AUTHORITY MATRIX

PROCUREMENT & REVENUE

Procurement Value (USD)	Revenue Value (USD)	Minimum Approval Required (Any one of the following listed for each contract value or type)
Over \$250,000	Over \$500,000	<ul style="list-style-type: none"> • EverCommerce <ul style="list-style-type: none"> ○ CEO, President, CFO
Up to \$249,999	Up to \$500,000	<ul style="list-style-type: none"> • EverCommerce <ul style="list-style-type: none"> ○ COO, General Counsel, CTO, CMO, Chief Accounting Officer, Chief People Officer, Chief Talent Officer, SVPs, or equivalent
Up to \$100,000	Up to \$250,000	<ul style="list-style-type: none"> • EverCommerce <ul style="list-style-type: none"> ○ General Managers, VPs, or equivalent • Solutions Organizations <ul style="list-style-type: none"> ○ Presidents, Co-Presidents or equivalent
	Up to \$100,000	<ul style="list-style-type: none"> • EverCommerce <ul style="list-style-type: none"> ○ Directors, Associate General Managers, or equivalent • Solutions Organizations <ul style="list-style-type: none"> ○ SVPs, VPs or equivalent
Independent Contractor Agreements Up to \$100,000		<ul style="list-style-type: none"> • EverCommerce <ul style="list-style-type: none"> ○ Any of the titled signatories authorized above. • Solutions Organizations <ul style="list-style-type: none"> ○ Presidents, Co-Presidents or equivalent
Under \$1,000		No pre-approval evidence is required; employees are expected to adhere to the current year budgets and VP or Subsidiary President approval is assumed, so long as the purchase does not include contract terms. If the purchase involves contract terms, refer to the Contracts Policy.

OTHER DOCUMENT TYPES

Type	Authorized Signatories
NDAs	<ul style="list-style-type: none"> • Any of the titled signatories authorized to sign Revenue agreements above
Government Filings, Correspondence and Related Matters	<ul style="list-style-type: none"> • EverCommerce <ul style="list-style-type: none"> ○ CEO, President, CFO, Senior Director of Tax, VP of Finance, Chief Accounting Officer, General Counsel
Establishing New Entities	<ul style="list-style-type: none"> • EverCommerce <ul style="list-style-type: none"> ○ CEO, President, CFO, Senior Director of Tax, VP of Finance, Chief Accounting Officer, General Counsel
Trademark Specific Filings and Documents	<ul style="list-style-type: none"> • EverCommerce <ul style="list-style-type: none"> ○ VP of Knowledge, General Counsel
Banking Matters	<ul style="list-style-type: none"> • EverCommerce <ul style="list-style-type: none"> ○ CEO, President, CFO, Senior Director of Tax, VP of Finance, Chief Accounting Officer