

Job Card

ONE PAGE, SIGNED BEFORE INSTALL



This page defines the one job, where the machine goes, and the written test. Both sides sign it before install.

Company	The business where the machine is installed		
The one job	One internal task with a clear start and a clear finish		
Where the work comes from	Email, a system, a person, a folder		
Where the work goes	Who or what receives the finished work inside the company		
Where the machine goes	Your office in Doral or Miami where the dedicated machine is installed		
Pass condition	Written. What done looks like on the review date		
Fail condition	Written. What it looks like when the job is not done		
Install date	The machine is set up	Review date	The test is checked

DELIVERY REVIEW

- Check the agreed results together
- Document gaps and planned corrections
- Follow the signed scope and support terms

For the company Date	For Puestario Date
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Managed-service setup

ATTACH TO THE JOB CARD

Complete before installation. Identify the actual service, data and responsibilities. This draft alone does not authorize processing protected health information.

API provider and account

Puestario-managed OpenAI API. Identify covered services and the scope of ZDR and BAA.

Approved data and features

Sources, data categories, exclusions, models, features and permitted actions.

Connected services and channel

Approved channel, transcription, business apps, storage and support tools.

Access, records and retention

Who can access data; files, memory, logs and backups; location, retention and deletion.

Usage and approvals

Expected workload, permitted use, review points and approval for changes.

Review and recovery

Owner of the result, support, service boundaries and what happens if a connection fails.

Ownership and exit

Client-owned files, export, access revocation and deletion. Puestario's API account does not transfer.

Attach Schedule B and any additional agreements required for the workflow. Both parties review and sign the complete scope before installation.

For the company: _____

For Puestario: _____