Playbook License Terms

The terms that govern every Fractional Coordinator playbook. One purchase licenses the institution, not one reader.

Effective October 11, 2026 · Next scheduled review April 11, 2027

Who the license covers

Each playbook is licensed to the institution named at checkout, the licensee, not to the person who completes the purchase. The licensee's employees, contractors, and student employees may use the playbook for the licensee's own work.

A license covers one institution. Separately governed institutions within a system or consortium each need their own license, unless we agree otherwise in writing.

What your institution may do

- Copy, print, and share the playbook with anyone working for the licensee.
- Store it on internal systems, such as an intranet, shared drive, or learning management system, where access requires an institutional sign-in.
- Adapt the templates, forms, and model documents to your own policies, procedures, and matters.
- Use the playbook to train the licensee's own staff.

What your institution may not do

- Redistribute the playbook, or any part of it, outside the licensee, including to other institutions or to a consultant's other clients.
- Post it publicly, or anywhere it can be reached without an institutional sign-in.
- Sell, rent, or sublicense it.
- Use it to build a competing training product, course, or publication.
- Load it into a public AI service, or use it to train an AI model.
- Remove or alter the copyright notices.

Templates and forms

Documents your institution prepares from our templates, with your own policies and case details, are yours to use in your work. The templates themselves, and the playbook text, remain ours and stay under this license.

Updates and editions

Each license includes free updates within that volume's edition cycle, so a rule change does not make your copy wrong. Updates are delivered through your client portal.

Delivery

Your institution's portal access is set up within one business day of purchase, and the PDF is available there. Use the email address you sign in to the client portal with, so the license reaches your institution.

Ownership

© 2026 Fractional Coordinator, Inc. All rights reserved. A purchase grants the license described here. It does not transfer ownership of the playbook or its contents.

Not legal advice

The playbooks are practice guidance for coordinators and investigators. They are not legal advice, and using them does not create an attorney-client relationship. Review your policies, templates, and decisions with your institution's counsel.

Buying

Checkout is secure on this site and processed by Stripe. We never see your card details. Purchase orders are accepted for institutional and group orders; write to billing@fractionalcoordinator.com to set one up. Invoices are net 30, or net 60 where your procurement requires it.

Changes to these terms

We update these terms when our products or practices change. The effective date above reflects the most recent change. A license already purchased stays under the terms in effect on the date of purchase.

How to reach us

Fractional Coordinator, Inc. 830 NE Holladay St., Portland, OR 97232, United States Billing: billing@fractionalcoordinator.com Office: (503) 395-0687

This document is published by Fractional Coordinator, Inc. If anything here is unclear, ask us rather than guessing.