

FULLY SYNTHETIC SAMPLE / NOT A REAL ENGAGEMENT

AI/SaaS ADOPTION DECISION & IMPLEMENTATION READINESS SUPPORT

AI/SaaS Adoption Conditions Report

This sample deliverable uses a fictional AI meeting-notes SaaS to organize pre-adoption decision evidence, pricing conditions, conflicts, open questions, vendor questions and the conditions required to start a limited pilot.

PROPOSED DECISION

Decision on Hold

Internal editing of the request for quotation and vendor questionnaire may continue. External transmission may occur only as a manual action after the customer representative separately and explicitly approves the content, recipients and distribution scope. This document does not approve any contract, purchase, expenditure, limited-pilot start, production rollout or publication.

Document Control

Prepared for	Illustrative Company K8	Prepared by	Future Stack
Subject	Illustrative Product A / Team-S	Reference date	2026-08-14
Document ID	FS-S06-SYN-REPORT-001	Issue date	2026-08-21
Version	1.0 / Public sample	Status	PUBLIC SAMPLE / NOT FOR EXECUTION
Distribution	Corporate website publication Fully synthetic sample		

Fully synthetic notice: Every company, product, plan, price, quantity, screen observation, question and decision condition in this document is fictional and provided solely to explain the method. This is not a customer engagement, a finding about a real product, a quotation, a contract decision or an implementation record.

01

Executive Summary

DECISION STATUS

Decision on Hold

Four unresolved conflicts could change cost and exit conditions, and 12 items remain unverified. No plausible-looking condition will be adopted before supporting evidence is available.

REVIEW SCOPE

8 fixed seats / 4 weeks

COST VIEW

Conditional estimate for one billing month

BASE AMOUNT

JPY 38,400

MAXIMUM ESTIMATED RANGE

JPY 44,400

One billing month / tax not calculated / not approved

Current Authorization Boundary

Category	Permitted or restricted activity	Status
May continue	Internal editing of the request for quotation and vendor questionnaire	INTERNAL REVIEW
Separate approval required	External transmission of the questionnaire or quotation request, performed manually only after explicit approval of content, recipients and distribution scope	AWAITING APPROVAL
Not permitted	Contracting, purchasing, spending, starting the limited pilot, production rollout, external sharing or publication	PREREQUISITES OPEN

Why the Decision Is on Hold

- It is not confirmed whether the 3,000-credit allowance applies per workspace or per user.
- The overage rate is stated as either JPY 2.00 or JPY 2.50, so standard- and high-use costs cannot be reduced to a single amount.
- Monthly cancellation conflicts with a 12-month term and 30 days' notice, so the exit conditions cannot be confirmed.
- Credit consumption for failed and retried processing is inconsistent, so unexpected depletion cannot be ruled out.

Required Before the Next Decision

Finalize the 10 vendor questions internally. External transmission may occur only as a manual action after the customer representative separately and explicitly approves the content, recipients and distribution scope. Return written responses to the ledger, reassess costs and conditions, and make a separate decision on whether to start the limited pilot only after all seven start conditions are satisfied.

02

Subject, Scope and Assumptions

Illustrative Scenario

Company	Illustrative Company K8	Region	Japan
Product	Illustrative Product A	Plan	Team-S
Seats	8 seats, fixed for 4 weeks	Pilot period	4 weeks
Reference quantity	3,000 credits / month	Cost period	One billing month
Use case	Transcription, summary preparation and action-item handoff for primarily Japanese-language internal meetings		
In Scope • Organization of sources and claims in fully synthetic materials • Recalculation of quantities, units and conditional costs • Registration of conflicts and unverified items • Internal drafting of a vendor questionnaire • Start, stop and recovery conditions for a limited pilot		Out of Scope • Research into, or operation of, any real product or account • Processing customer, employee, personal, authentication, payment or production data • Audit, certification, legal, security, privacy, accounting or tax conclusions • Guarantees of performance, accuracy, completeness, ROI, cost reduction or optimal selection	

Key Assumptions

ID	Assumption	Treatment
ASM-001	The four-week pilot scope and the one-billing-month cost estimate are managed on separate time bases and are not converted into one another.	Time-basis control
ASM-002	Low, standard and high usage are set at 2,400 / 3,600 / 5,400 credits.	Conditional calculation input
ASM-003	Both JPY 2.00 and JPY 2.50 are retained as overage rates; no single rate is selected.	Conflict
ASM-004	No supported conversion exists between audio minutes and credits, so no conversion is performed.	Conversion prohibited

Time basis: Four weeks is the review scope for the limited pilot. The cost table estimates one billing month; it is not the total cost of a four-week pilot.

03

Review Results and Quantity Boundaries

9	18	4	12	10
Synthetic sources	Claims	Conflicts	Unverified items	Questions

Review Status

Category	Status	Decision treatment
Synthetic sources	9 registered	Not treated as official information from a real vendor.
Claims	18 registered	Source statements, calculations, inferences and hypotheses are distinguished.
Conflicts	4 OPEN	Both sides are retained until the required evidence is available.
Unverified items	12 UNVERIFIED	Left blank or marked unverified and linked to the relevant question.
Vendor questions	10 NOT SENT	Internal editing only; no automatic transmission or external sharing before approval.

Quantity and Unit Boundaries

Item	Displayed value	Treatment
Seats	8 seats	Fixed for four weeks. Any proposed change remains blocked until separately approved and VQ-008 is resolved.
Included allowance	3,000 credits / month	Whether this applies per workspace or per user remains unresolved.
Overage rate	JPY 2.00 or JPY 2.50 / credit	Both rates are calculated and retained as a range.
Usage assumptions	2,400 / 3,600 / 5,400 credits	Fully synthetic conditional calculation inputs.
Audio time (minutes)	No conversion	No relationship to credits is inferred.
Tax	Not calculated	No tax-inclusive amount, rate or classification is determined.

Decision Deliverables

In addition to this report, the Excel ledger tracks the cost model, conflict register, vendor questionnaire and start conditions. In a real engagement, original source text, screen captures and response evidence would be stored in a separate evidence repository.

04

Conditional Cost Estimate

Cost is shown as branches under unresolved conditions, not as one confirmed amount. Every figure below is a fully synthetic estimate for one billing month.

8 seats × JPY 4,800 = JPY 38,400

Estimated Results

Usage tier	Usage (credits)	3,000 / user	3,000 / workspace JPY 2.00 overage	3,000 / workspace JPY 2.50 overage
Low	2,400	JPY 38,400	JPY 38,400	JPY 38,400
Standard	3,600	JPY 38,400	JPY 39,600	JPY 39,900
High	5,400	JPY 38,400	JPY 43,200	JPY 44,400

Calculation Logic

Branch	Formula	Result treatment
3,000 / user	Included allowance: 3,000 × 8 seats = 24,000 credits. No overage in any of the three scenarios.	JPY 38,400
3,000 / workspace	JPY 38,400 + max(0, usage – 3,000) × overage rate	JPY 38,400–44,400

Unverified Cost Conditions

- The unit for the 3,000-credit allowance, the applicable overage rate, billing currency and rate-change conditions.
- Paid or free status, tax treatment, maximum tax-inclusive charge, billing start and end, and payment or order requirements.
- The relationship between four weeks and a billing month, reset, rollover, unused credits, refunds and auto-renewal.

Important: These figures are not the price of a real vendor, a Future Stack fee, a quotation, an approved budget or the total cost of a four-week pilot. No independent manual verification of the calculations has been performed.

05

Conflicts and Unverified Items

All four conflicts remain unresolved. Neither side is assumed to be correct; the decision impact and evidence required for resolution are recorded.

ID	Conflict	Decision impact	Required evidence	Status
CF-001	3,000 / workspace / month versus 3,000 / user / month	The allowance for 8 seats becomes either 3,000 or 24,000, changing overage cost and the usable limit.	Plan-specific written response and itemized quotation	OPEN
CF-002	JPY 2.00 / credit versus JPY 2.50 / credit	Standard- and high-use costs cannot be reduced to a single amount.	Dated quotation and price schedule	OPEN
CF-003	Monthly cancellation versus 12-month term + 30 days' notice	A continuing obligation after the four-week period cannot be ruled out.	Order-form term, cancellation and renewal provisions	OPEN
CF-004	No charge for failed processing versus credits consumed once processing starts	Failed and retried processing may cause unexpected credit depletion.	Charging, return and posting rules by processing status	OPEN

Primary Categories of Unverified Items

Category	Key unverified items	Linked questions
Pricing, contract and billing	Allowance, overage, contract and billing periods, reset, rollover, refund, failure, cancellation, retry, paid or free status, tax and invoices	VQ-001–006, 009
Data and termination	Processing and storage regions, retention, deletion, permitted exports, termination steps, final billing and reconciliation	VQ-005, 009
Administration and access	Usage export, alerts, hard cap, automatic additions, roles, guests, public links and external sharing	VQ-007
Japan entity and change rules	Availability to a Japan-based company, support channel and future seat-change rules	VQ-008, 010

A verbal response or general explanation does not resolve a conflict. Written evidence that identifies the reference date, plan, region and quotation conditions must be registered in the ledger.

06 Vendor Questionnaire

All questions are still being edited internally and have not been sent. The table summarizes each question; the full wording, response field and evidence field are recorded in the accompanying Excel ledger.

ID	Question	Expected evidence	Priority	Status
VQ-001	Unit for the 3,000-credit allowance and total included allowance for 8 seats	Itemized quotation and plan-specific response	Required	Not sent
VQ-002	Overage rate, currency and treatment when rates change	Dated quotation	Required	Not sent
VQ-003	Contract term, four weeks versus billing month, cancellation, renewal, reset and refund	Order form and billing terms	Required	Not sent
VQ-004	Consumption and return for successful, failed, cancelled, timed-out and retried processing	Rules by processing status and sample logs	Required	Not sent
VQ-005	Processing and storage regions, retention period, deletion and export	Data-processing documentation	Required	Not sent
VQ-006	Paid or free status, tax, maximum tax-inclusive amount, billing, payment and automatic conversion to paid service	Quotation or written free-use terms	Required	Not sent
VQ-007	Usage export, alerts, hard cap, automatic additions and access standards	Admin documentation and configuration evidence	Required	Not sent
VQ-008	Future seat increases or reductions, proration and minimum seat count	Seat-change rules	Reference	Not sent
VQ-009	Suspension, cancellation, deletion, export, refund and final billing at termination	Termination procedure	Required	Not sent
VQ-010	Availability to a Japan-based company, supported language and contact channel	Region-specific support response	Required	Not sent

Transmission Control

Step	Action	Status
1	Review question text, attachments, recipients and distribution scope internally	Drafting
2	Customer representative explicitly approves the content, recipients and distribution scope	Not approved
3	Send manually after approval; no automatic transmission or sharing	Not performed

07

Start, Stop and Approval Record

Limited-Pilot Start Conditions

No.	Condition	Status
1	Written responses with supporting materials for VQ-001–007, 009 and 010	Prerequisites open
2	Either paid or free status confirmed in writing	Prerequisites open
3	Four weeks versus billing month, reset, no rollover and refund conditions confirmed	Prerequisites open
4	Evidence of 8 fixed seats, cost controls and access standards	Prerequisites open
5	Owners confirmed for data boundaries, regions, retention, deletion, export and recovery	Prerequisites open
6	Customer representative approves the fully synthetic quality-evaluation criteria	Awaiting approval
7	Customer representative separately and explicitly approves the limited-pilot start	Awaiting approval

Immediate Stop Conditions

- Prohibited data detected
- Unauthorized users, guests, public links or external sharing
- Export outside the approved scope or deviation from recorded role standards
- Unexpected charge
- Unexplained credit depletion

Recovery After a Stop

- Stop new uploads
- Revoke pilot access
- Preserve logs and billing evidence
- Perform only verified deletion steps
- Record unresolved questions before any restart

Approval Record

Role	Name	Date	Approval scope and exceptions
Prepared by	Future Stack	2026-08-20	Preparation of fully synthetic sample
Independent review	Example field (complete in a real engagement)	—	Calculation and meaning review: not performed for this illustrative scenario
Executive approval	Example field (complete in a real engagement)	—	Contract, expenditure and pilot start: not approved in this illustrative scenario

Version History and Attachments

Version	Date	Change	Attachments
1.0	2026-08-21	Prepared as a fully synthetic sample for publication on the corporate website	Four-page pilot plan; five-sheet Excel ledger

This document is a public sample. Completion of the document within the illustrative scenario does not approve external transmission, contracting, purchasing, spending or the start of a pilot.