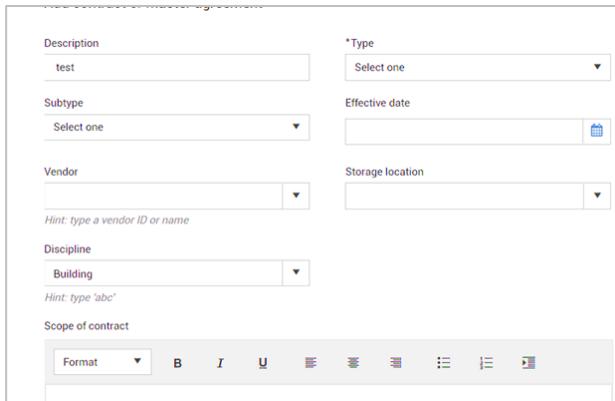


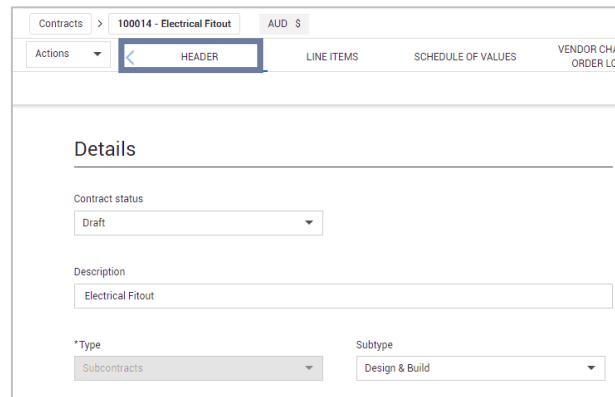
CREATE CONTRACT

CREATE A CONTRACT

- Either from the Bid Package module select **Convert to Contract** or from the Contracts List press  then complete the details and press **Add**



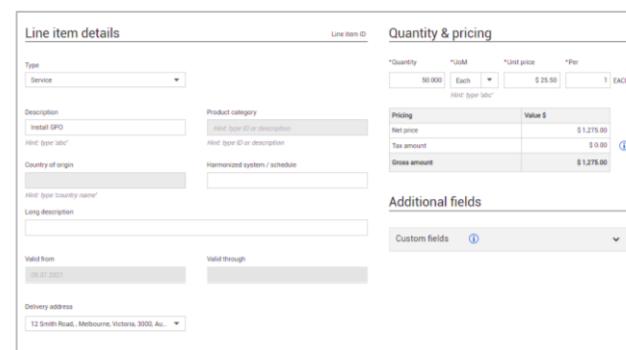
- On the Header tab complete the relevant details for the contract



- Include any Contract Terms eg Inclusions, Exclusions, Warranty



- Move to the Line Items tab and press the  icon to start adding the contract detail

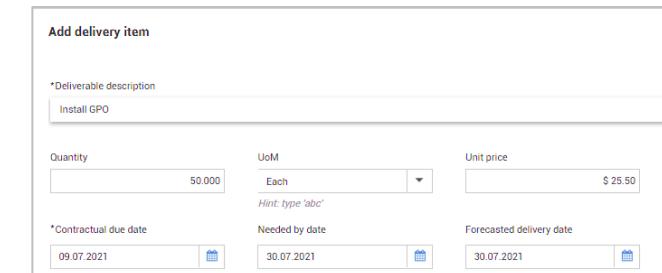


- Continue adding line items by selecting **Save & New** or once complete press **Save**

NOTE: It is possible to import contract line items if the detail already exists.

DELIVERY SCHEDULE

- By Selecting **Save and Create Delivery Schedule** you can create a delivery program for the line item. This can include a further breakdown on the delivery of the items and any liquidated damages.



SCHEDULE OF VALUES

- To provide a more granular level of detail to the contract you can also include a Schedule of Values. These can be displayed in Plan & Progress for onsite monitoring of completion.

