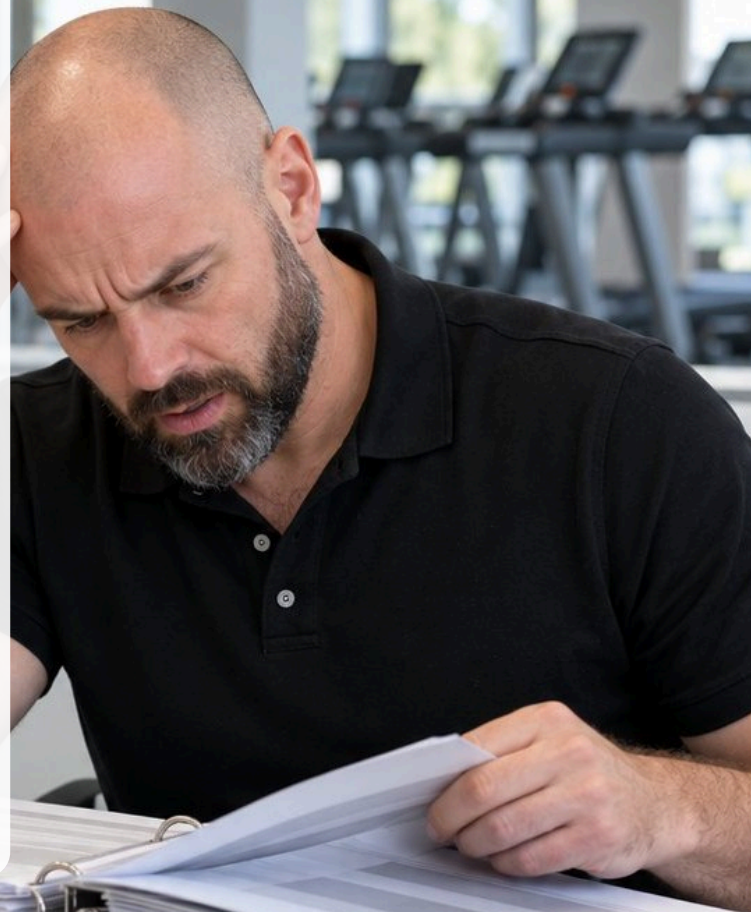


Contracts in binders, deadlines in your head?

From now on, contract end dates sit on a timeline.

Maintenance, cleaning, leases, software: every contract has its own term and notice period. This guide shows how PaperOffice brings in your contract stock, reads clauses as fields with their source, and shows end dates in order, so your team decides instead of searching.



TRY IT YOURSELF IN 45 MINUTES

A fitness chain in seven files: equipment maintenance, cleaning, studio lease, software, an amendment, a termination notice and a new contract for signature. Includes a test package to follow along.

WHY THIS GUIDE

The deadline is in the contract. It gets looked up too late.

A contract is signed, filed and forgotten. When it ends and by when notice must be given is in the text, somewhere between section 3 and the annex.



Many businesses have a binder labeled "Contracts" and one person who knows what is in it. When that person is away, the team pieces the terms together contract by contract, often only when the next invoice arrives.

This guide shows how PaperOffice brings in your contract stock, reads term, notice period and renewal as fields with their source, and puts end dates in order on a timeline. Every step is illustrated with screenshots from the app. With the test package, you can try it yourself in 45 minutes.

Daniel Schönland

Founder and CEO, PaperOffice

WHO THIS IS FOR

**Purchasing**

You negotiate contracts and need terms and deadlines at a glance.

Administration and office

You receive contracts, file them and keep the stock up to date.

Site and team leads

You want to know which contracts affect your area.

WHAT YOU CAN DO AFTERWARD

Bring in your stock and new contracts, build and test a contract agent, put end dates in order on the timeline, link amendments and send new contracts for signature.

OVERVIEW

Contents

01	The invoice nobody expected	04
02	What slows contracts down day to day	05
03	The process at a glance	06
04	One Workspace for contracts	07
05	Bringing in and classifying contracts	08
06	Creating the contract agent	09
07	Testing before the stock arrives	10
08	Every new contract gets read	11
09	Bringing in older contracts	12
10	Contract end dates on the timeline	13
11	Amendments, termination notices and search	14
12	Signing and handing over	15
13	What teams ask when they start	16
14	Try it yourself in 45 minutes	17
15	Read more	18
16	Your first result in five days	19
17	Checklist and start	20

AT A GLANCE

- All contracts sit in one Workspace with AI-DMS Premium; rights apply per user group.
- Contracts come in by upload, smartphone, scanner or ZIP import. AI-DMS detects the contract type.
- An IDP Agent reads term, notice period and renewal as fields, each with its source in the original.
- The timeline sorts contracts by their "Valid until" date, grouped by month.
- If an amendment or termination notice states the contract number, the Knowledge Graph links it to the contract. New contracts go out for signature with PaperOffice Sign.

01 · THE INVOICE NOBODY EXPECTED

The contract just kept running. Twelve more months.

Tuesday, 9:10 a.m. Jens Hollmann, head of purchasing at Nordpuls Fitness GmbH, holds the annual invoice from the equipment maintenance company. The contract has renewed for twelve months.



The shelf holds six binders with about 80 contracts for nine studios: maintenance of cardio and strength equipment, cleaning, towel service, vending machines, the leases for the studio spaces and the software for members and classes.

What ends when is in a spreadsheet kept by Lea Brückner from administration. The amendment to the maintenance contract sits in another binder, and nobody saw the notice period of three months before the end of the term in the summer.

THE REAL HURDLE

Your team can only give notice or negotiate once it knows which contract ends when and what it says. Until then, most of the time goes into searching.

02 · WHAT SLOWS CONTRACTS DOWN DAY TO DAY

Four time-wasters. Each one small on its own.

Hardly any contract is hard to understand. The time goes into the fact that each one is built differently and the details that matter are scattered through the text.

Every contract is different

Maintenance, cleaning and lease contracts name the same thing differently: "ordinary termination", "end of term" or "minimum term". A search for one phrase never finds them all.

Deadlines in running text

Term, renewal and notice period sit in different sections. Whoever needs them reads the whole contract.

No overview

Which contracts end next year is in a spreadsheet that is maintained by hand and quickly goes stale.

Amendments filed apart

Amendments and termination notices are filed away from the main contract. What currently applies has to be pieced together first.

TIME-WASTER	HOW PAPEROFFICE HELPS	IN THE TEST PACKAGE
Every contract is different	An IDP Agent reads your fields by content, not by fixed positions	four contract types, one agent
Deadlines in running text	Term, notice period and renewal as fields with their source	maintenance contract, sections 3 and 4
No overview	Timeline with the "Valid until" date, grouped by month	four end dates from 2026 to 2029
Amendments filed apart	The contract number links amendment and termination notice to the contract	amendment to WV-2026-0412

The values come from the test package files. Check for yourself in chapter 14 what PaperOffice reads from them.

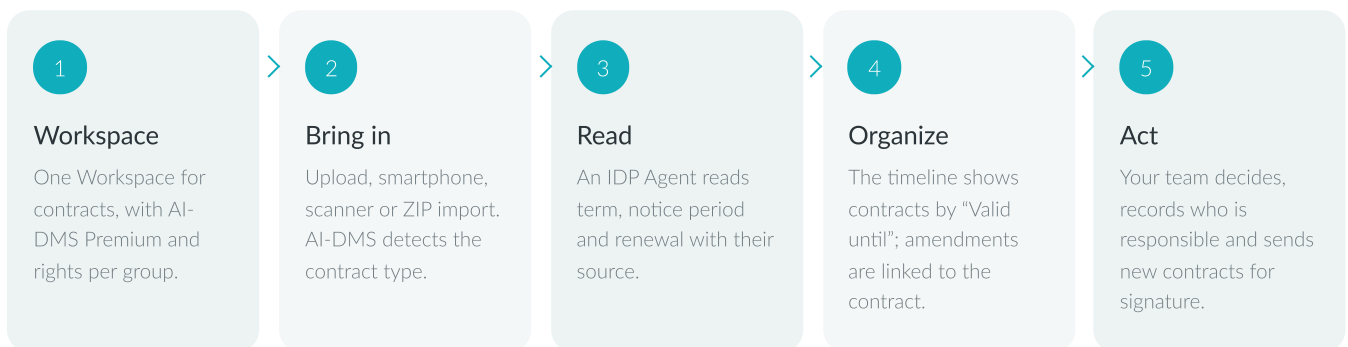
WHAT REMAINS IN YOUR HANDS

The legal assessment, the decision to terminate or renew, and the negotiation. PaperOffice reads the contracts, shows the source and puts the end dates in order.

03 · THE PROCESS AT A GLANCE

Five stages. From binder to signature.

Every contract follows the same path, whether it is scanned, photographed, uploaded or imported with the older stock.



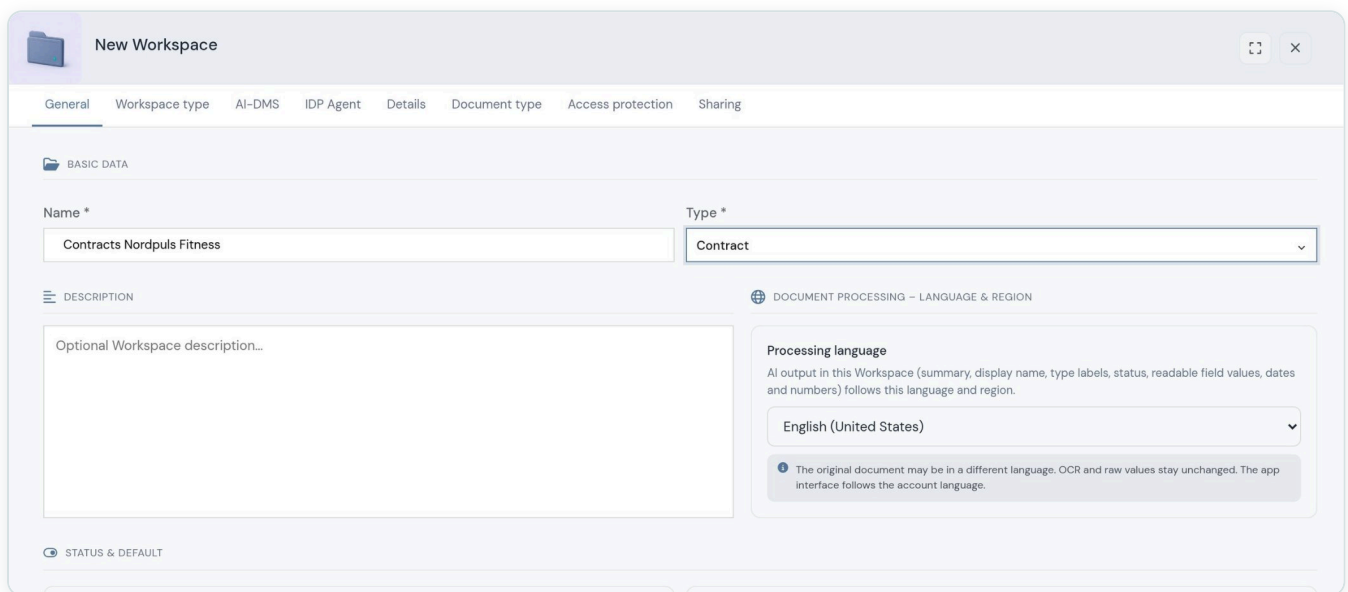
STAGE	WHAT PAPEROFFICE DOES	WHAT YOU DECIDE
Workspace	keeps contracts apart from other documents	name, type and team rights
Bring in	accepts files, scans, photos and ZIP archives	which channels your team uses
Read	reads your fields, each with page and source	field list and required fields
Organize	timeline by end date, links via the contract number	who checks it and when
Act	tasks, signature requests, export and API	who terminates, negotiates and signs



04 · ONE WORKSPACE FOR CONTRACTS

One place for all contracts. With clear rights.

Under **Document AI** > **Workspaces**, click "Create New Workspace". On the **General** tab, choose a name and a type; for the whole stock, the type "Contract" works well.



- Create.** Name "Contracts Nordpuls Fitness", type "Contract". To keep contracts separate per studio, create one Workspace per site with the type "Branch / Location".

Type Business

On the "Workspace type" tab, Business enables the trash, access protection with a password or SMS code, and external sharing.

Level Premium

On the "AI-DMS" tab, choose Premium. This level reads sender, amounts and the "Valid until" date that the timeline needs.

Rights per group

User groups get "View + Download", "View + Download + Upload" or "Full access" per Workspace.

DECIDE FIRST: THE FIELD LIST

Agree with purchasing and administration on what every contract should deliver, such as contract partner, contract number, term, notice period and renewal. In chapter 06, this list becomes your contract agent.

05 · BRINGING IN AND CLASSIFYING CONTRACTS

Three ways in. Then the contract type is set.

In the Workspace, click **Add document**. Next to the “File” tab, you will find “Mobile devices” for smartphone photos and “Scanner” for a scanner endpoint. AI-DMS reads every contract and detects its type.

Contracts Nordpuls Fitness

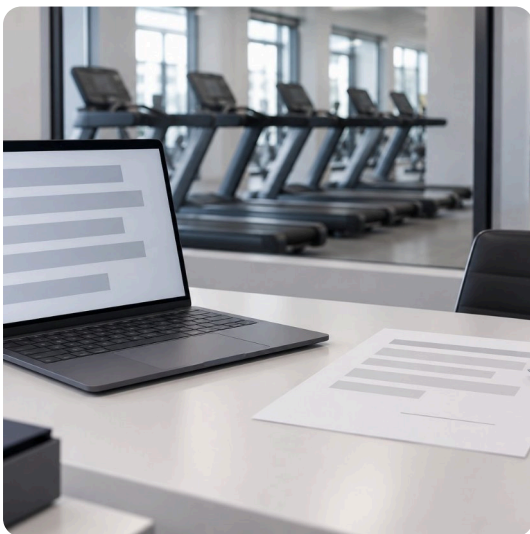
Options

Current versions

Add document

	DOCUMENT	DOCUMENT TYPE	KEYWORDS	DOCUMENT S...	ADDED	AUTOMATION	
	Lease Agreement Studio Altona - ... Commercial Lease Agreement for Business Premises This document is a commercial lease agreement between Hafenspeicher Immobilien KG (Landlord) and Nordpuls Fitness GmbH (Tenant) for the 'Studio...	Lease Agreement	Hafenspeicher Im... Nordpuls Fitness ... Studio Altona Lease A... +4	Received	3 minutes ago 10/21/2026, 07:22 AM	AI-DMS Premium AI-DMS Premium	
	Softwarevertrag Kursplan Studio... Software Contract Kursplan Studio (SaaS) This is a Software as a Service contract between Kursplan Systems GmbH and Nordpuls Fitness GmbH for the 'Kursplan Studio' software. The agreement covers...	Contract	Kursplan System... Nordpuls Fitness ... Softwarevertrag SaaS +4		3 minutes ago 10/21/2026, 07:22 AM	AI-DMS Premium AI-DMS Premium	
	Wartungsvertrag Cardio- und Kraf... Maintenance Contract for Cardio and Strength Equipment This is a maintenance contract between Kardiotec Service GmbH (issuer) and Nordpuls Fitness GmbH (recipient) covering the biannual maintenance of 6...	Contract	Kardiotec Service... Nordpuls Fitness ... Wartungsvertrag Cardio- ... +4		3 minutes ago 10/21/2026, 07:22 AM	AI-DMS Premium AI-DMS Premium	

- 1 The first three contracts from the test package. For each contract, the list shows type, name and summary: equipment maintenance and software as “Contract”, the scanned studio lease as “Lease Agreement”.



Types AI-DMS knows

Contract, Lease Agreement, NDA / Confidentiality, Contract Amendment and Termination Notice are in the type catalog. Without a clear match: “Other / Uncategorized”.

Correct the type

In the document, change the “Document Type” field on the “Properties” tab.

Paper works too

Text recognition reads scans and photos during processing: PDF, JPG, PNG and TIFF.

06 · CREATING THE CONTRACT AGENT

A template to start with. Your clauses as fields.

Select the maintenance contract, then **Actions** > **Agents & workflows** > **IDP** and “Create new agent”. An IDP Agent reads exactly the fields you define.

- 1 **Choose a template.** In the “Search prompts...” field, search for “legal” and choose “Analyze Legal Document”: 14 fields, including Opposing party, Subject matter, Contract value, Effective date, Expiration date, Jurisdiction and Deadlines. Then click “Create agent”.
- 1 **Tidy up:** remove fields meant for law firms, such as Law firm, Attorney, Client and Case number, with “Remove field”.
- 2 **Add:** with “New field”, enter a field label, a field type and a prompt in plain words for each clause.
- 3 **Set the rule:** under “If value not found on document”, define what happens when a detail is missing.

FIELD LABEL	PROMPT IN PLAIN WORDS	IF THE VALUE IS MISSING
Contract number	Contract number of the agreement, for example WV-2026-0412	Required — HITL review
Term	Contract start, term and end date as stated in the contract	Required — HITL review
Notice period	Notice period and the date it refers to, for example 3 months before the end of the term	Required — HITL review
Renewal	Does the contract renew automatically, and for how many months?	Soft HITL review
Contact person	Contact person at the contract partner, with phone number	Allow empty (no sentinel)

07 · TESTING BEFORE THE STOCK ARRIVES

Every value with its source. Test first, then save.

In the agent editor, click “Start full test run”. For each field, you see the result, page and the source location in the original.

- 1 **Test run on the maintenance contract.** Term until 12/31/2027 from section 3, notice period “3 months before the end of the term” and renewal for 12 months from section 4, each with page and snippet.

Test several times

Run the test 3, 5 or 10 times in a row. If the values stay the same, the agent reads reliably.

Choose the model

Under “Change AI model”, choose a level from Basic to Ultra, each with Pro and Pro Max, to suit page count and fields.

Save

“Save and close”. The agent is then ready for every contract, in the Workspace and by hand.

WHEN A REQUIRED VALUE IS MISSING

Choose a “Review queue when required fields are missing” in the agent. If the notice period is missing, for example, the queue creates a review task; review tasks are included in the Professional plan. The “IDP Review” view under Options > Configure view shows all contracts with open fields.

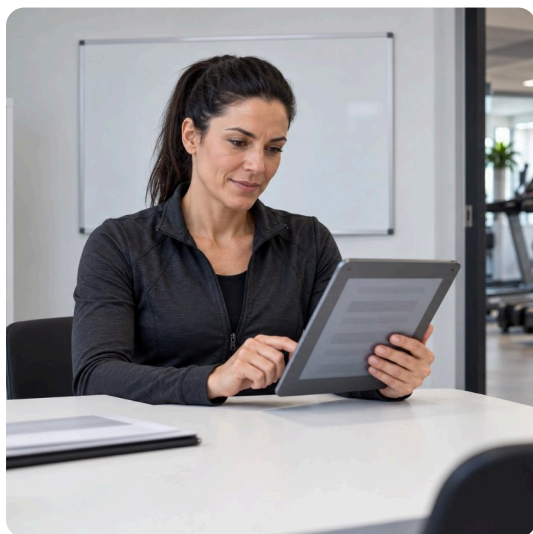
08 · EVERY NEW CONTRACT GETS READ

Set once in the Workspace. Part of every contract.

Under **Edit workspace**, choose the contract agent on the **IDP Agent** tab. After AI-DMS processing, it then runs automatically on every new contract in the Workspace.

The screenshot displays the PaperOffice interface. On the left, a contract document titled 'Wartungsvertrag Cardio- und Kraftgeräte' is shown. It details a maintenance agreement between Kardioteck Service GmbH and Nordpuls Fitness GmbH. The document includes sections for 'Gegenstand' (Scope), 'Vergütung' (Compensation), 'Laufzeit' (Term), 'Verlängerung und Kündigung' (Extension and Termination), and 'Reaktionszeit' (Response time). On the right, the 'Data Fields' tab is active, showing a table of extracted data from the contract. The table has two columns: 'Field' and 'Value'. The fields and their corresponding values are: Notice period (3 Monate zum Ende der Laufzeit), Oposing party (Nordpuls Fitness GmbH), Renewal (Ja, um 12 Monate), Signatures required (Ja), Subject matter (Wartungsvertrag Cardio- und Kraftgeräte), and Term (01.01.2026 bis 31.12.2027 (24 Monate)). Each value is accompanied by a small icon representing the source snippet and a copy button.

- 1 On the contract. The "Data Fields" tab shows the agent's values; the "All IDP sources" filter limits it to the contract agent. From the German contract, the values come in German: notice period "3 Monate zum Ende der Laufzeit", renewal "Ja, um 12 Monate", term 01.01.2026 to 31.12.2027; the contract number WV-2026-0412 is further up the list. Next to each value are the snippet it was read from and a copy button.



Set the order

If several IDP Agents should run, define on the "IDP Agent" tab in which order they start after AI-DMS processing.

Apply one by one

For a contract from another Workspace: on the "Data Fields" tab, click "Apply Agent" and choose the contract agent.

09 · BRINGING IN OLDER CONTRACTS

Six binders of contracts. One import job.

Scan the binders and pack the files into a ZIP. Under **Document AI** > **Workspaces**, select the contract Workspace, then **Actions** > **Import Documents** with “Computer & Network” as the source.

Ready for import: 8 · 766.9 KB

8 Files | 766.9 KB Total Size | 1 Folders

Review result

- File formats are supported
- As in Workspace · AI-DMS Premium

File preview (first 20)

README.txt	6.7 KB
Wartungsvertrag_Kardiotec_WV-2026-0412.pdf	104.3 KB
Reinigungsvertrag_Glanzwirk_RV-2025-031.pdf	99.1 KB
Mietvertrag_Studio_Altona_Scan.pdf	204.2 KB
Softwarevertrag_Kursplan_SV-2025-0877.pdf	98.9 KB
Nachtrag_1_WV-2026-0412.pdf	96.8 KB
Kündigung_SV-2025-0877_Scan.pdf	84 KB
Dienstleistungsvertrag_Weißwerk_neu.pdf	72.9 KB

☒ **Automatically skip duplicates (hash-based)**
Files with identical SHA-256 content hash that already exist in this Workspace will be skipped. Disable to consciously re-import duplicates.

Source: Computer & Network
Files: 8 · 766.9 KB
Processing: As in Workspace · AI-DMS Premium

- 1 Check before you start.** Before a single file is imported, the wizard shows files, total size, folders and the “File preview (first 20)”. Leave “Automatically skip duplicates (hash-based)” selected so files whose content is already in the Workspace are skipped.

Scope

Up to 2,000 files per job, a ZIP of up to 5 GB. Split larger stock by binder. Included from the Starter plan.

Report

At the end, the report shows how many files were imported, skipped or failed. Every file runs through the Workspace's AI-DMS level.

Earlier contracts

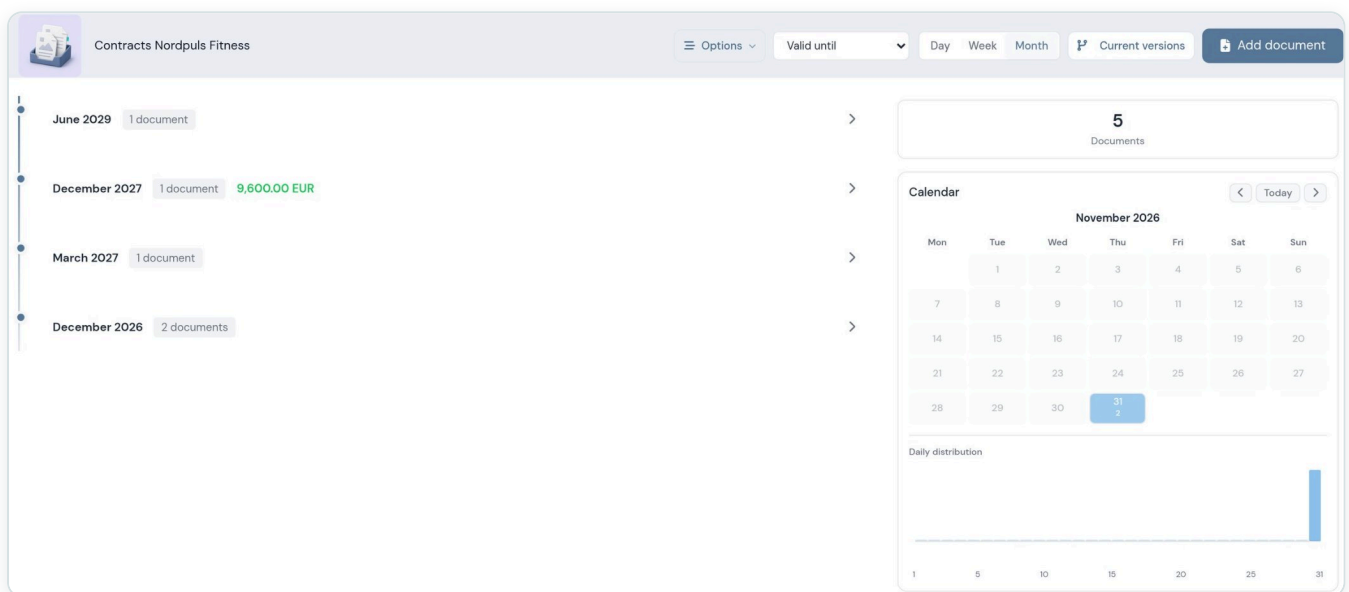
For contracts that were in the Workspace before the agent: select them, then **IDP** and “Apply existing agent”.



10 · CONTRACT END DATES ON THE TIMELINE

End dates at a glance. Sorted by month.

In the Workspace, open **Options** > **Configure view** and choose "Timeline". In the bar above the timeline, choose "Valid until" as the date field and "Month" as the grouping. The view shows every contract that carries this date, with the latest end at the top.



- 1 The test package contracts by month, here collapsed. Each month shows its document count; expanded, it lists the contracts with type and sender. From the top: the studio lease in June 2029, equipment maintenance in December 2027, cleaning in March 2027, and software plus the termination notice in December 2026. In this test run, AI-DMS found no "Valid until" for the lease and the software contract; both end dates were checked against the original and entered on the "Properties" tab.

Where the date comes from

AI-DMS Premium reads an end date stated in the contract as "Valid until". It appears on the "Properties" tab under "Dates & deadlines".

Check against the original

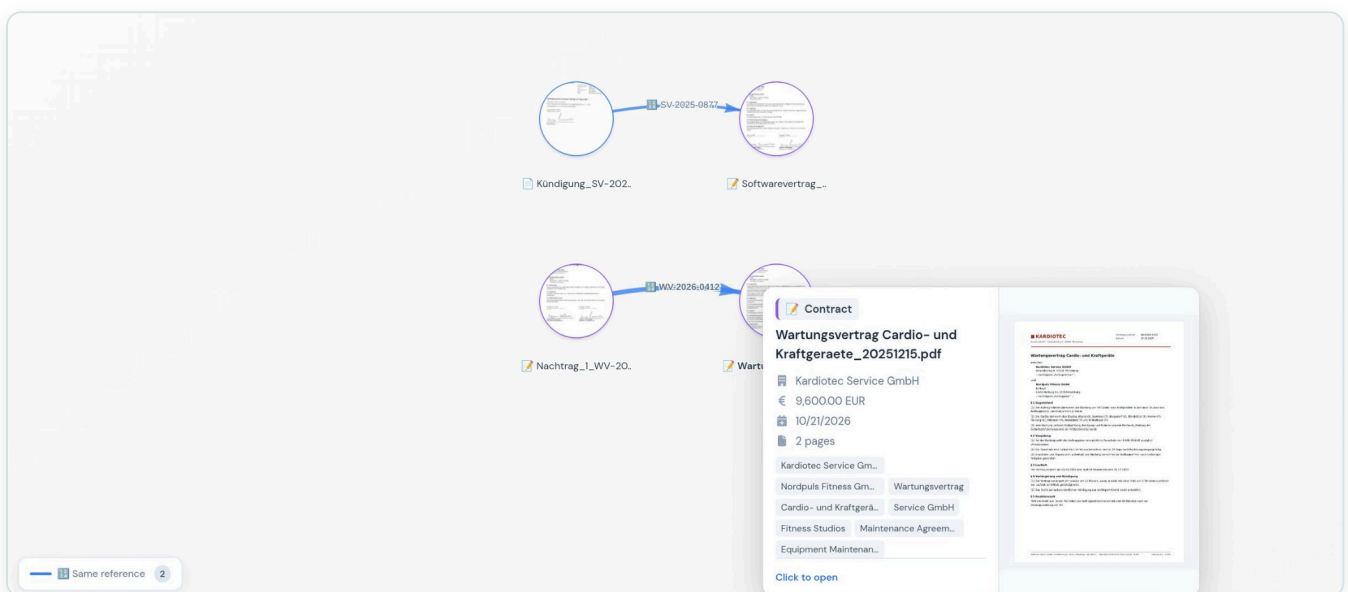
If a contract has already renewed or states a term without an end date, check the end against the original and enter it there under "Valid Until".

Dates & deadlines	
Invoice Date:	Order Date:
15.12.2025	02.05.2026
Delivery Date:	Due Date:
02.05.2026	02.05.2026
Creation Date:	Valid Until:
15.12.2025	31.12.2027
Received On:	Follow-up On:
02.05.2026	02.05.2026
☐ Due date completed	☐ Follow-up completed
Original filing location	
Original filing location	

11 · AMENDMENTS, TERMINATION NOTICES AND SEARCH

What belongs together stays together.

If an amendment or termination notice states the contract number, the Knowledge Graph links it to the contract from AI-DMS Premium. You see this under **Options** > **Configure view** in the “Transactions” view with “Partner/Reference” switched on.



- 1 **Maintenance contract and amendment.** Both state WV-2026-0412, and the “Same reference” line connects them, as it does the termination notice and the software contract (SV-2025-0877). Hovering shows type, sender and amount; a click opens the document.

Link them yourself

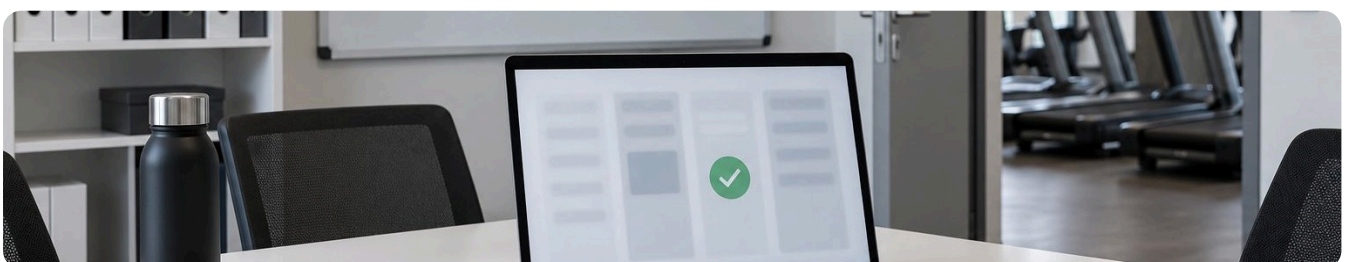
Drag one document onto another, choose “Link documents” and set a relation type such as “References”, with a note if you like.

Search by meaning

From three words on, the app also searches by meaning, in scans as well, for example “contracts with price adjustment”. In the document, the match is highlighted.

Note the notice date

On the “Activities” tab, create a task “Check termination”: deadline before the last day for notice (pick it with the calendar button), “Deadline reminder (paid)”, assignee.



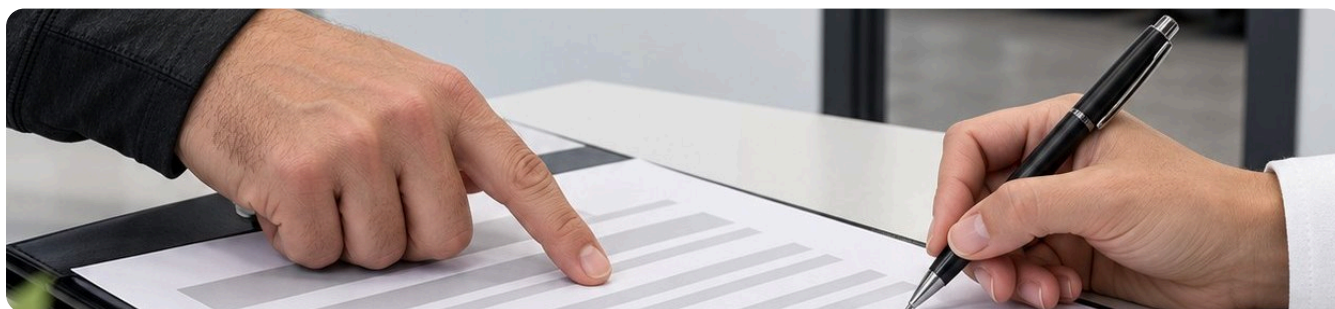
12 · SIGNING AND HANDING OVER

Sign new contracts. Pass the fields on.

Select the new contract, then [Actions](#) > [Signature](#) > [Send for signature](#) . PaperOffice Sign creates a simple electronic signature (SES), confirmed by SMS code.

- 1 **Enter signers:** in the “Recipients” step, name, email address and mobile number for each person, then delivery by SMS, email or link, plus the “Validity period”.
- 2 **Send:** “Send signature request”. Each signer confirms with an SMS code, allows location access and signs in the browser on a smartphone.
- 3 **Result:** under [Signature](#) > [View status](#) , see the status per person; once completed, download the “Signed PDF” with the attached certificate, and the “Certificate”. The certificate contains the signatures, SHA-256 and a timestamp.

PATH	HOW IT WORKS	IDEAL FOR
Share & export	Actions > Share & export , “Data only” as XLSX, CSV or JSON	contract list for purchasing and finance
REST API	POST /documents/idp-agent-run, with an API key	connecting your ERP or contract system
MCP	tool po_documents_idp_agent_run	AI assistants with access to the stock



Seven questions before your first contract.



Do we need a template for each contract type?

You describe the fields in plain words or start from "Analyze Legal Document". The IDP Agent reads by content, so one agent can read maintenance, cleaning and lease contracts. Test with your own samples.

How do we see what ends soon?

On the timeline with the "Valid until" date field, grouped by month. The latest end date is at the top, the coming months further down; clicking a marked day in the calendar on the right jumps to its group. The notice period sits on the contract as a field, with its source.

What if a contract has already renewed?

Then "Valid until" shows the end from the text. Check it against the original and enter the current end on the "Properties" tab.

Does this work with old paper contracts?

Yes. Text recognition reads scans and photos, and the IDP Agent then reads the fields as it would from a digital PDF. You bring in the stock as a ZIP with the import wizard.

Who sees which contracts?

Rights apply per Workspace, for user groups from "View + Download" to "Full access". From the Business Workspace type, a password or SMS code can add protection when the Workspace is opened.

How does signing work?

With PaperOffice Sign as a simple electronic signature (SES). Each signer confirms with an SMS code and signs in the browser on a smartphone, without an app or an account.

What does it cost?

Billing is based on usage, depending on the AI-DMS and IDP Agent level. The exact amounts are on the pricing page: paperoffice.ai/en/pricing.

14 · TRY IT YOURSELF IN 45 MINUTES

Download the test package. Work through seven contracts.

Seven invented files from a German fitness chain, in German, show the whole path: from the first contract to the timeline and the signature.

CONTRACT MANAGEMENT TEST PACKAGE

Seven files and a guide (README.txt)

Wartungsvertrag_Kardiotec_WV-2026-0412.pdf maintenance, 2 pages, ends 12/31/2027
 Reinigungsvertrag_Glanzwirk_RV-2025-031.pdf cleaning, ends 3/31/2027
 Mietvertrag_Studio_Altona_Scan.pdf lease, scan, 2 pages, fixed until 6/30/2029
 Softwarevertrag_Kursplan_SV-2025-0877.pdf software, ends 12/31/2026
 Nachtrag_1_WV-2026-0412.pdf amendment to the maintenance contract
 Kündigung_SV-2025-0877_Scan.pdf termination of the software contract
 Dienstleistungsvertrag_Weißwerk_neu.pdf new contract for signature
paperoffice.ai/downloads/paperoffice-ai-test-package-contract-management.zip



- 1 **Create the Workspace:** at app.paperoffice.ai, type "Contract", Workspace type Business, AI-DMS Premium (chapter 04).
- 2 **Build the agent:** upload the maintenance contract, create and test the agent, set it in the Workspace (chapters 06–08).
- 3 **Upload:** the cleaning, lease and software contracts, the amendment and the termination notice via "Add document"; the Weißwerk contract only in step 5.
- 4 **Organize:** timeline with "Valid until" by month, then the "Transactions" view (chapters 10 and 11).
- 5 **Sign:** send the Weißwerk contract for signature to your own mobile number (chapter 12).

FILE	WHAT THE FILE SAYS	WHAT TO CHECK IN PAPEROFFICE
Maintenance contract	until 12/31/2027, +12 months, 3 months' notice	type "Contract", fields with source
Cleaning contract	until 3/31/2027, 2 months before the end	"Valid until" on the timeline
Lease (scan)	fixed until 6/30/2029, 12 months before	type "Lease Agreement", fields from the scan
Software contract	until 12/31/2026, 1 month before the end	"Valid until", renewal
Amendment, termination	state WV-2026-0412 and SV-2025-0877	type, link in "Transactions"
New contract	note "Signature via PaperOffice Sign"	status, signature in the certificate

All company names, personal names, addresses, contract numbers and values in the test package are fictional. The cost of the test is shown on the pricing page: paperoffice.ai/en/pricing.

15 · READ MORE

Go deeper. Datasheets and short guides.

For every building block in this guide there is a datasheet with the details, plus two short guides of eight pages each. All available as PDF on paperoffice.ai.

SHORT GUIDE

Contract management in eight pages

The compact path from binder to timeline, with a checklist and questions from practice. Easy to share with your team.

paperoffice.ai/downloads/paperoffice-ai-short-guide-prozess-vertragsmanagement.pdf



SHORT GUIDE

Contracts: clauses as fields, each with its source

DATASHEET

IDP Agent: fields, rules, test run

DATASHEET

Classification: document types without training

DATASHEET

Timeline: documents sorted by date

DATASHEET

Import & Migration: bringing in older stock

DATASHEET

Knowledge Graph: linking documents

DATASHEET

Smart Search: finding by meaning

DATASHEET

PaperOffice Sign: signing on a smartphone

DATASHEET

Workspaces: types, protection and rights

ABOUT THESE LINKS

All files are at paperoffice.ai/downloads. The datasheets describe click paths, technical data, REST API and MCP tools for each building block; the short guides describe the process from the team's point of view.

16 · YOUR FIRST RESULT IN FIVE DAYS

Start with the key contracts. Then the rest.

To get started, all you need is one Workspace, three typical contracts and the binders your team uses most.

Day 1 · Workspace and field list

1

Create the Workspace "Contracts ...": type Contract, Business, AI-DMS Premium, rights for purchasing and administration. Agree on the field list with both teams.

Day 2 · Contract agent

2

Create the agent with three typical contracts, test it several times, set required fields and the review queue, and set it in the Workspace.

Day 3 · Stock

3

Scan the binders, import them as a ZIP and check the report. Read older contracts in the Workspace with "Apply existing agent".

Day 4 · End dates

4

Open the timeline and choose "Valid until" and "Month" in the bar above it. Check the ten most important contracts against the original and enter the end on "Properties" where needed.

Day 5 · Routine

5

Decide who checks the timeline and "IDP Review" and when. Create tasks with "Deadline reminder (paid)" for the next notice dates and send the next new contract with Sign.

MEASURE THESE FOUR VALUES

Contracts

Contracts in the Workspace,
by contract type

With end date

Share of contracts with a
"Valid until" date

Zero rework

Share of contracts that do
not appear in "IDP Review"

Answer time

Time to answer "When does
contract X end?"

Before you start, measure how long that answer takes today. Only the comparison with the weeks after shows how much searching disappears.

17 · CHECKLIST AND START

Before you expand.

- ☐ There is one Workspace for contracts with AI-DMS Premium and rights per user group.
- ☐ The field list is agreed: contract number, term, notice period, renewal.
- ☐ The contract agent has been tested with three typical contracts and is set in the Workspace.
- ☐ Required fields have a review queue, and someone checks "IDP Review".
- ☐ The older stock is imported and the import report has been checked.
- ☐ "Valid until" has been checked against the original for the most important contracts.
- ☐ Someone regularly checks the timeline with "Valid until", grouped by month.
- ☐ Amendments and termination notices state the contract number or are linked.
- ☐ The next notice dates have tasks with "Deadline reminder (paid)" and an assignee.

GET STARTED NOW

Create your account, set up the contract Workspace and upload the test package. Billing is based on usage; prices are on the pricing page.

app.paperoffice.ai**THE SOLUTION ON PAPEROFFICE.AI**

Contract management with PaperOffice: clauses, deadlines, signature.

paperoffice.ai/en/solutions/process/ai-contract-management-automation

**QUESTIONS ABOUT THIS GUIDE?**

Please contact us if you have any questions about setup or your contract stock.

paperoffice.ai/en/contact



As of October 2026. Screenshots are from a test account. All examples, company names, personal names, contract numbers and values in this guide are fictional.
PaperOffice, paperoffice.ai.