



SHORT GUIDE · DOCUMENT TYPE · CONTRACTS

Notice period hidden on page 14? Clauses as fields, each with its source.

Contracts sit in folders as PDFs, scans or printouts. This short guide shows how PaperOffice reads contract type, parties, term, notice period and other clauses as fields, each with its source location in the original. For legal, purchasing and management.

WHAT YOU TAKE AWAY

An IDP Agent reads the clauses you need from every contract. End dates appear on the timeline, and every value can be checked against the original.

01 · THE PROBLEM

The contract is in the folder. The deadline is on page 14.

Contracts are long, each one is structured differently, and the important sentences rarely sit in the same place. Anyone who needs the notice deadline or the liability cap reads the contract from the start. With old paper contracts, a trip to the archive comes first.

WHY IT HAPPENS

Every contract is different

Framework agreements, leases, NDAs and employment contracts are each built differently. The same deadline is called "ordinary termination" in one and "end of term" in another, in section 3 or in an annex.

Renewals happen quietly

Many contracts renew automatically unless someone gives notice in time. The date for that has to be worked out from term, renewal and notice period.

Knowledge sits in people's heads

Whoever negotiated a contract knows its quirks. When responsibility changes or the contract lives as a scan on a shared drive, the search starts over.

HOW YOU NOTICE IT

- Before every termination, someone first searches for the contract and then reads it in full.
- Someone notices a renewal when the next invoice arrives.
- Amendments and annexes are filed apart from the main contract.
- The question "What is our liability cap?" takes half a day.
- Deadlines live in a spreadsheet that someone maintains by hand.

02 · THE WAY WITH PAPEROFFICE

Define once what every contract delivers.

The path is the same for every contract type: bring it in and classify it, read clauses as fields, keep end dates in view, find what belongs together, sign and hand over. Each step uses a building block that exists in the app.

1

Bring in and classify

Contracts arrive in a workspace by upload, scan or smartphone. AI-DMS detects the type, such as contract, lease agreement, NDA, amendment or termination notice, and writes a summary.

[MODULE: CLASSIFICATION](#)

2

Clauses as fields

An IDP Agent reads the fields you describe in plain words: parties, start, term, renewal, notice period, liability. Every value comes with its page and source location.

[MODULE: IDP AGENT](#)

3

End dates in view

From AI-DMS Premium, the contract end appears as the **Valid until** date on the document. The **Timeline** sorts contracts by it, and on the contract you add a task with deadline and assignee.

[MODULE: TIMELINE](#)

4

Find and keep together

From three words on, search also looks for meaning, in scans too. The Knowledge Graph links documents with the same contract number in a workspace: contract, amendment, termination notice.

[MODULE: KNOWLEDGE GRAPH](#)

5

Sign and hand over

New contracts go out for signature with PaperOffice Sign, with an SMS code for every signer. You export the fields as XLSX, CSV or JSON or fetch them via the REST API.

[MODULE: PAPEROFFICE SIGN](#)

03 · IN THE APP

From the first contract to a finished agent.

This is how you set up the contract agent. You need a workspace with AI-DMS Premium and a typical contract you know well as a sample.

1

Create the agent

Select a contract, then **Actions › Agents & workflows › IDP** and **Create new agent**. Pick the **Analyze Legal Document** template: it brings fields such as opposing party, contract value, jurisdiction and deadlines.

2

Add your own clauses

Give each field a prompt in plain words, such as “notice period in months and to which date”. For required fields, set the rule for a missing value to review.

3

Test

Start full test run shows result, confidence, page and source location per field. Repeat the run 3, 5 or 10 times and save once the values stay the same.

4

Apply to contracts

On the **Data Fields** tab, use **Apply Agent** for one contract, or **Actions › Agents & workflows › IDP** for many at once. In the workspace, the agent can run after every processing.

5

View end dates

Under **Options › Configure view**, choose the **Timeline** and the date field **Valid until**. On the contract, add a task with deadline and assignee on the **Activities** tab.

TIP FROM PRACTICE

Write field prompts in your contracts' own words Put the wording your contracts use into the prompt, such as “ordinary termination” or “limitation of liability”. Test with three contracts from different counterparties before you process the whole stock.

04 · AN EXAMPLE

One legal department, four hundred contracts.



An industrial company with 250 employees manages around 400 contracts with suppliers, customers, landlords and service providers. Its in-house counsel keeps deadlines in a spreadsheet, and older contracts sit as scans on a shared drive.

BEFORE

- Before every negotiation he searches the drive for the contract and reads it in full.
- Term and notice period sit in a spreadsheet that he maintains by hand.
- Amendments are filed in a different folder from the main contract.
- To answer a liability question, he opens every contract one by one.

WITH PAPEROFFICE

- Every new contract is classified on upload and read by the contract agent.
- Notice period, liability and jurisdiction sit on the contract as fields with their source.
- The **Timeline** lists the contracts by their **Valid until** date.
- Search finds clauses and marks the passage in the contract.

An example for illustration; the company and people are fictitious. Check with your own contracts whether contract end and renewal are read correctly.

05 · CHECKLIST

Before you load your contract stock.

These ten points help you set up the contract agent cleanly and use it day to day.

- ☐ You have decided which contract types come first, such as framework, lease and service agreements.
- ☐ The workspace for contracts runs on AI-DMS Premium.
- ☐ Required fields are marked, and missing values create a review task.
- ☐ The agent runs automatically in the workspace after every processing.
- ☐ End dates have tasks with a deadline and an assignee.
- ☐ The field list is agreed: parties, start, term, renewal, notice period, liability.
- ☐ The contract agent has been tested with three typical contracts.
- ☐ Someone owns the review tasks and checks them regularly.
- ☐ Contract end and renewal have been checked against the original for the key contracts.
- ☐ Amendments carry the contract number so they appear with the main contract.

06 · FREQUENTLY ASKED QUESTIONS

What legal teams ask before they start.

Do I 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 contracts from different counterparties. Run the test with your own samples.

Who assesses the clauses legally?

Your lawyers. PaperOffice extracts clauses, shows where they were found and makes them searchable. The assessment and every decision on termination or renewal stay with you.

How does a new contract get signed?

With PaperOffice Sign: a simple electronic signature with an SMS code for every signer, a timestamp and a certificate. The signer signs in the browser on a smartphone.

Does this work with scanned old contracts?

Yes. Text recognition reads scans and photos during processing, and the IDP Agent then reads the fields as it would from a digital PDF. Supported formats are PDF, JPG, PNG and TIFF.

How do I keep end dates in view?

AI-DMS Premium reads the contract end as the **Valid until** date, and you sort by it in the **Timeline**. On the contract, add a task with deadline and assignee on the **Activities** tab, for example a review before the notice deadline.

How do the fields get into our contract system?

As an export in XLSX, CSV or JSON, via the REST API with POST /documents/idp-agent-run, or over MCP, for example from Claude or Cursor.

07 · HOW TO START

Build the contract agent on a real contract

Create an account at app.paperoffice.ai, upload a typical contract and create your first IDP Agent. Billing is based on usage; prices are on the pricing page.

Pick a sample contract

Choose a contract you know well.
The test run then shows at once whether every value is right.

Agree on the fields

Decide with legal and purchasing which clauses every contract should deliver and which of them are required.

Process the stock

Once the agent reads reliably, apply it to your existing contracts and let it run for new contracts in the workspace.

DATASHEETS ON THIS TOPIC

IDP Agent

paperoffice.ai/downloads/paperoffice-ai-datasheet-idp-intelligent-document-processing.pdf

Classification

paperoffice.ai/downloads/paperoffice-ai-datasheet-classification.pdf

Timeline

paperoffice.ai/downloads/paperoffice-ai-datasheet-timeline.pdf

Smart Search

paperoffice.ai/downloads/paperoffice-ai-datasheet-smart-search.pdf

Knowledge Graph

paperoffice.ai/downloads/paperoffice-ai-datasheet-knowledge-graph.pdf

PaperOffice Sign

paperoffice.ai/downloads/paperoffice-ai-datasheet-esignature.pdf

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Contracts

paperoffice.ai/en/solutions/document/ai-contract-analysis-ocr-automation



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