



SHORT GUIDE · PROCESS · CONTRACT MANAGEMENT

# Which service contract ends when?

## Contract end dates on a timeline, not in a binder.

Maintenance, cleaning, leases, software: every contract has its own term and notice period, and both sit somewhere in the text. This short guide shows how PaperOffice brings contracts in, reads clauses as fields and shows end dates in order. For facility management, purchasing and administration.

### WHAT YOU TAKE AWAY

An IDP Agent reads term, notice period and renewal with their source. The end date stated in the contract sits on it as a field, the timeline sorts by it, and signing happens in the same system.

## 01 · THE PROBLEM

# The contracts are in binders. The deadlines are in the text.

A business quickly has dozens of contracts with service providers, landlords and suppliers. Each one is built differently, and term and notice period sit in section 3 or in an annex. Anyone who wants to know what ends when reads every contract or keeps a spreadsheet by hand.

## WHY IT HAPPENS

**Every contract is built differently**

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

**Renewals happen quietly**

Many contracts renew unless someone gives notice in time. Someone has to work out that date from term, renewal and notice period.

**The spreadsheet goes stale**

Deadlines get typed in once and then forgotten. When an amendment arrives or responsibility changes, the spreadsheet no longer matches the contract.

## 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.
- One person maintains the deadline spreadsheet, and only that person knows its status.
- Amendments are filed in a different binder from the main contract.
- Signed copies come back by mail and get scanned afterwards.

## 02 · THE WAY WITH PAPEROFFICE

# Bring in, extract, put end dates in order.

The path is the same for every contract type: bring in the stock, read clauses as fields, view end dates in order, see deadlines per partner and send new contracts for signature. Each step uses a building block that exists in the app.

1

## Bring in the stock

Contracts arrive in a workspace by upload, scan or import, older stock as a ZIP. AI-DMS detects the type, such as contract, lease agreement, NDA, amendment or termination notice.

MODULE: CLASSIFICATION

2

## Clauses as fields

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

MODULE: IDP AGENT

3

## Put end dates in order

From AI-DMS Premium, an end date stated in the contract appears as **Valid until** on the document. The **Timeline** sorts contracts by it and groups them by day, week or month.

MODULE: TIMELINE

4

## Deadlines per partner

Relations AI links contracts to the sender's organization. **Relations AI > Network** shows the deadlines from documents that fall due first and counts the overdue ones. Included in the Corporate plan.

MODULE: CONTACTS AND RELATIONS

5

## Signature and access

New contracts go out for signature with PaperOffice Sign, with an SMS code for every signer. Rights per workspace decide who sees which contracts.

MODULE: PAPEROFFICE SIGN

## 03 · IN THE APP

# From the first contract to an ordered overview.

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

1

## Create the contract agent

Select a contract, then **Actions > Agents & workflows > IDP** and **Create new agent**. Start from the **Analyze Legal Document** template and add term, notice period and renewal as your own fields.

2

## Test and let it run

Start full test run shows result, page and source location per field. Once set in the workspace, the agent reads every new contract after processing.

3

## View end dates

Under **Options > Configure view**, choose the **Timeline**; each time you open it, set **Valid until** and month in the bar above it. The latest end date is at the top.

4

## Deadlines per organization

**Relations AI > Network** shows the deadlines from documents that fall due first, with organization and document, plus the number overdue. One click opens the contract.

5

## Send for signature

Select the new contract, open **Actions > Signature > Send for signature**, enter signers with mobile numbers and send. Record responsibilities as a task on the **Activities** tab.

### TIP FROM PRACTICE

**Start with your ten most important contracts** Test the agent on the contracts with the highest costs or the shortest notice periods. Check contract end and renewal against the original there before you process the whole stock.

#### 04 · AN EXAMPLE

# One business park, a hundred and twenty contracts.



The management of a business park handles around 120 contracts for maintenance, cleaning, snow clearing, security and energy. The facility manager keeps them in binders and the deadlines in a spreadsheet; older contracts exist on paper only.

#### BEFORE

- Before every negotiation she looks for the contract in a binder and reads it in full.
- She types term and notice period into a spreadsheet by hand.
- Amendments sit in a second binder, apart from the main contract.
- For a signature she mails contracts out and scans them when they return.

#### WITH PAPEROFFICE

- The older stock is scanned, and every contract is classified by type.
- Term, notice period and renewal sit on the contract as fields with their source.
- The **Timeline** shows the contracts by their **Valid until** date, grouped by month.
- New contracts go to the service provider's smartphone with PaperOffice Sign.

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

## 05 · CHECKLIST

# Before you load your contract stock.

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

- ☐ You have decided which contract types come first, such as maintenance, cleaning and leases.
- ☐ The workspace for contracts runs on AI-DMS Premium.
- ☐ Required fields are marked, and with a review queue, missing values create a task.
- ☐ Contract end and renewal have been checked against the original for the key contracts.
- ☐ Each contract has an owner, recorded as a task on the **Activities** tab.
- ☐ The field list is agreed: partner, start, term, notice period, renewal.
- ☐ The contract agent has been tested with three typical contracts.
- ☐ The agent runs in the workspace after every processing.
- ☐ Someone regularly checks the **Timeline** with the **Valid until** date field.
- ☐ Amendments carry the contract number of the main contract.

## 06 · FREQUENTLY ASKED QUESTIONS

# What facility and purchasing ask before they start.

## 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. Run the test with your own samples.

## Does this work with old paper 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 does signing work?

With PaperOffice Sign as a simple electronic signature (SES). Every signer confirms with an SMS code and signs in the browser on a smartphone. The certificate contains SHA-256 and a timestamp.

## How do we see what ends soon?

AI-DMS Premium reads the end date in the contract as **Valid until**. The **Timeline** sorts contracts by it, those ending soon at the bottom. **Relations AI > Network** shows deadlines per organization. After a renewal, the date there is the end from the text: check it against the original.

## Who sees which contracts?

Rights apply per workspace, for user groups from viewing to full access. From the Business workspace type, a password or an SMS code can add protection when the workspace is opened.

## How do the fields get into our system?

As an export in XLSX, CSV or JSON, via the REST API with POST `/documents/idp-agent-run`, or over MCP tools such as `po_documents_idp_agent_run`.

## 07 · HOW TO START

# Build the contract agent on a real contract

Create an account at [app.paperoffice.ai](https://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 purchasing and administration which clauses every contract should deliver and which are required.

## Process the stock

Once the agent reads reliably, process your older 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](https://paperoffice.ai/downloads/paperoffice-ai-datasheet-idp-intelligent-document-processing.pdf)

#### Classification

[paperoffice.ai/downloads/paperoffice-ai-datasheet-classification.pdf](https://paperoffice.ai/downloads/paperoffice-ai-datasheet-classification.pdf)

#### Timeline

[paperoffice.ai/downloads/paperoffice-ai-datasheet-timeline.pdf](https://paperoffice.ai/downloads/paperoffice-ai-datasheet-timeline.pdf)

#### Contacts and relations

[paperoffice.ai/downloads/paperoffice-ai-datasheet-contacts-relations.pdf](https://paperoffice.ai/downloads/paperoffice-ai-datasheet-contacts-relations.pdf)

#### PaperOffice Sign

[paperoffice.ai/downloads/paperoffice-ai-datasheet-esignature.pdf](https://paperoffice.ai/downloads/paperoffice-ai-datasheet-esignature.pdf)

#### Workspaces

[paperoffice.ai/downloads/paperoffice-ai-datasheet-workspaces.pdf](https://paperoffice.ai/downloads/paperoffice-ai-datasheet-workspaces.pdf)

### MORE ON THIS TOPIC

## Contract management

[paperoffice.ai/en/solutions/process/ai-contract-management-automation](https://paperoffice.ai/en/solutions/process/ai-contract-management-automation)



### MORE ON THIS TOPIC

[paperoffice.ai/en/solutions/process/ai-contract-management-automation](https://paperoffice.ai/en/solutions/process/ai-contract-management-automation)

### PRICING

[paperoffice.ai/en/pricing](https://paperoffice.ai/en/pricing)

### CONTACT

[paperoffice.ai/en/contact](https://paperoffice.ai/en/contact)