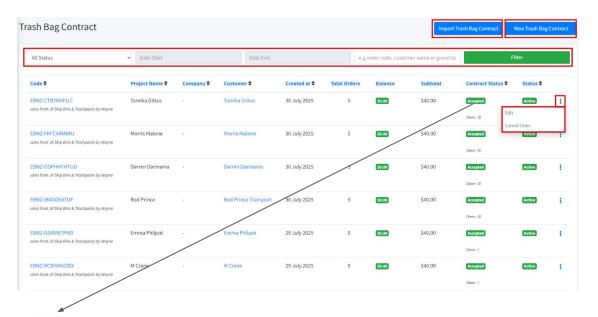# USER MANUAL TRASH BAG CONTRACT

The **Trash Bag Contract** page lets you create, manage, and track customer contracts for trash bag services, including order details, billing cycles, and service status.

Trash Bag Contract

Here's the list version for the **Trash Bag Contract** page:

- **Create or Import Contracts**: Use the buttons to create a new contract or import existing ones.
- **Filter Options**: Filter contracts by status, date range, or customer/order details.
- **Contract Information**: View details such as project name, company, customer, created date, total orders, balance, subtotal, and status.
- **Contract Actions**: Use the three-dot menu to edit or cancel a contract.

Contracts are grouped into **Accepted**, **Pending**, and **Declined**. Each status shows on its own page with the same layout but different functions.
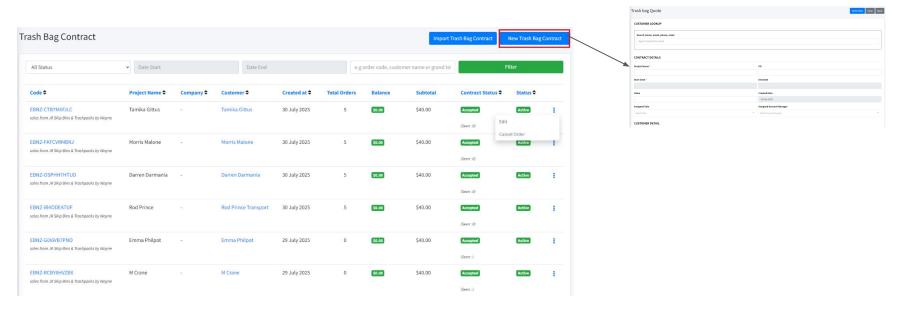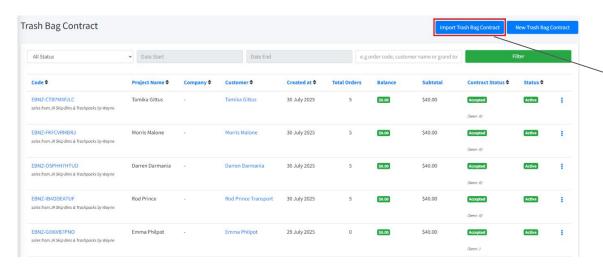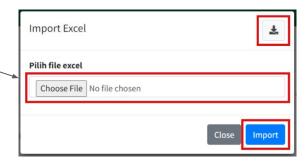
Add New Trash Bag Contract

This action enables users to initiate the creation of a **new trash bag contract**

Add New Trash Bag Contract

Users have the ability to download the entire list of rental bin contracts. This feature is particularly useful for record-keeping, reporting, or external sharing purposes.

Here's the simple guide for the **Import Excel** window:

- **Download Template**: Click the download icon to get the correct Excel template format.
- **Choose File**: Select the Excel file you want to import from your computer.
- **Import Button**: Click **Import** to upload and process the file.
- **Close Button**: Exit the window without importing.