

# USER MANUAL CREATE CONTRACT

The **Create Contract** page lets you set up customer rental agreements by entering contract details, customer information, office and billing addresses, and billing contact details before proceeding to the next step.

# Create Contract

1

## CUSTOMER LOOKUP

Search (name, email, phone, code)

type 3 character for result

2

## BILLING CONTACT DETAIL

☒ SAME AS CONTACT PERSON

Customer First Name (Optional)

Customer Last Name (Optional)

Contact Phone

Mobile Phone (Optional)

Email Address

Company Name (Optional)

## BILLING ADDRESS

Street Number

Unit Lot (Optional)

Street Address (Optional)

Postcode \*

Suburb \*

State (Optional)

Country \*

Australia

Next Step >

3

## ORDER DETAILS

Select Contract Period

-- Select Contract Period --

Contract Start Date \*

19 Sep 2025

Contract End Date

#	Bin Size	Waste Type	Billing Cycle	Pickup Period	Price	Qty	Waste Charge Price per KG
Add Bin and Site							

4

< Back

Decline Contract

Accept Contract

Action ▾

This is the “**Create Rental Bin Contract**” menu.

In this menu, you can perform the following actions:

1. Customer Lookup
2. Fill in the Form and click “**Next Step**”
3. Add Bin Site
4. Accept Contract

# Customer Lookup

## CUSTOMER LOOKUP

Search (name, email, phone, code)
and
Graham Alexander   g.alexander@hotmail.com.au
Amanda Johnston   0488-997-005
Amanda Patman   0447486639   ajpatman@outlook.com
ANDREAS   424778622   servicecentre@anglicare-tas.org.au
Andrew Gould   andrewgould@live.com
Andrew Mulcahy   62314090

Use this feature to quickly find an existing customer. It helps you pull up their details instantly, making it easier to continue with the contract process.

# Customer Form

CONTRACT DETAILS		
Project Name *		PO
<input type="text"/>		<input type="text"/>
Start Date *		End Date
<input type="text"/>		<input type="text"/>
Value		Created Date
<input type="text"/>		18 Sep 2025
Assigned Sale		Assigned Account Manager
<input type="text"/>		<input type="text"/>

CUSTOMER DETAIL	
Customer First Name *	Customer Last Name *
<input type="text"/>	<input type="text"/>
Contact Phone	Mobile Phone (Optional)
<input type="text"/>	<input type="text"/>
Email Address	Company Name (Optional)
<input type="text"/>	<input type="text"/>

OFFICE ADDRESS		
Street Number	Unit Lot (Optional)	Street Address (Optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postcode *	Suburb *	State (Optional)
<input type="text"/>	<input type="text"/>	Tasmania
Country *		
Australia		

BILLING CONTACT DETAIL	
_SAME AS CONTACT PERSON	
Customer First Name (Optional)	Customer Last Name (Optional)
<input type="text"/>	<input type="text"/>
Contact Phone	Mobile Phone (Optional)
<input type="text"/>	<input type="text"/>
Email Address	Company Name (Optional)
<input type="text"/>	<input type="text"/>

BILLING ADDRESS		
Street Number	Unit Lot (Optional)	Street Address (Optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postcode *	Suburb *	State (Optional)
<input type="text"/>	<input type="text"/>	
Country *		
Australia		

Next Step >

## Form Rules

- All fields marked with (\*) are mandatory. Make sure these are filled in before moving forward.
- Once you've completed all customer order details, click the **“Next Step”** button to continue to the payment process.


## Add Bin and Site


Trash bag Quote Order Bins Clear Back

**ORDER DETAILS**

Select Contract Period

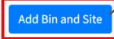
-- Select Contract Period --


Contract Start Date \* 19 Sep 2025 

Contract End Date 

#	Bin Size	Waste Type	Billing Cycle	Pickup Period	Price	Qty	Waste Charge Price per KG
---	----------	------------	---------------	---------------	-------	-----	---------------------------

Terms & Conditions









Add Bin and Site


Alias Invoice Notation

Site 

Name Phone 

Street Number Unit / Lot (optional) Street Name

Postcode Suburb State Bin Size \* -- Select bin size --

Waste Type \* Qty \* Status 

Name Phone

Street Number Unit / Lot (optional) Street Name

Postcode Suburb State Bin Size \* -- Select bin size --

Waste Type \* Qty \* Status

Delivery Instructions (optional)

☐ Add ☐ No ☐ Cash on Pickup

Fix Charges

☒ Bin Rental Fee \$ 0

☐ Change Over \$ 0

Subtotal \$ 0.00

- After you finish filling in the order details form, click **“Add Bin and Site”**.
- Complete the **Add Bin and Site** form, then click the **“Add Bin and Site”** button at the bottom right corner.
- Once all details are added, click the **“Next Step”** button to continue.

## Contract Review

Danan Testing Contract #EBNZ-VPVGV0B8VQ ( quote )

[< Back](#) [Decline Contract](#) [Accept Contract](#) [Action](#) [Open Page Contract](#)  
[Resend Contract](#)

Danan Testing 47 Cole Street, SORELL Tasmania Australia 7172 +61123123123

2025-09-18 Start Date	- End Date	0 Total Order
--------------------------	---------------	------------------

[Contract Details](#) [Sites](#) [Service Pricings](#) [Orders](#) [Invoices](#)

Resend Contract

- After reviewing the contract, click “**Decline Contract**” or “**Accept Contract**” to complete creating the Rental Bin Contract.
- The “**Action**” button provides two options: **Open Page Contract** and **Resend Contract**.
- The “**Three Dots**” button gives three options: **Add Service Pricing**, **Resend Contract**, and **Add Comment**.