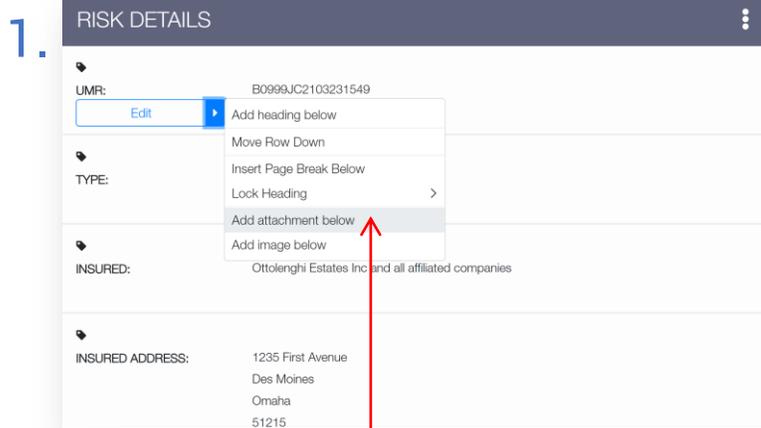
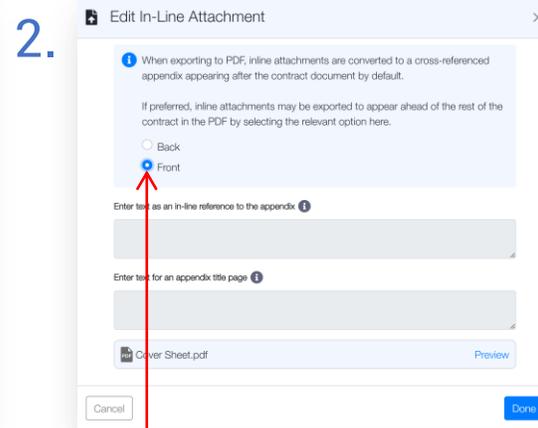


# Showing Attachments at the Front of the Contract

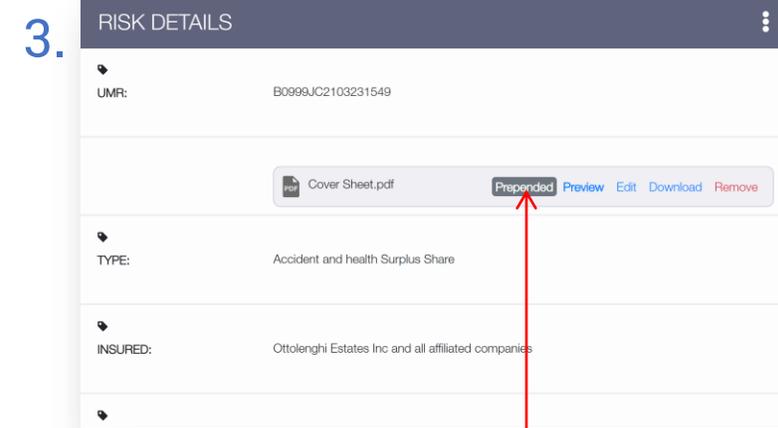
## A. Inline Attachments



Select 'Add attachment below' from any contract heading's blue arrow drop-down menu.

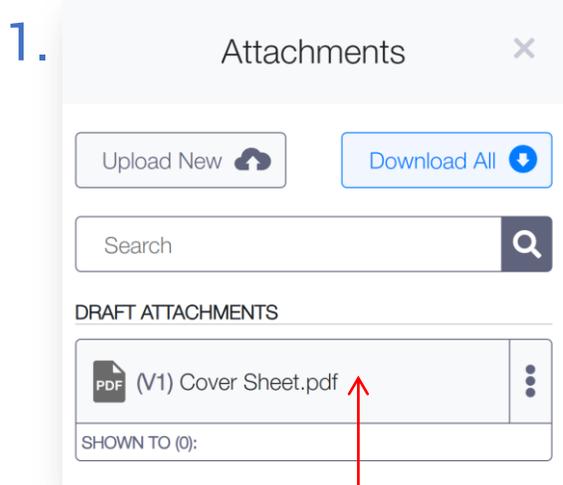


Upload your attachment as prompted and click 'Front' on the 'Edit In-Line Attachment' box that appears.

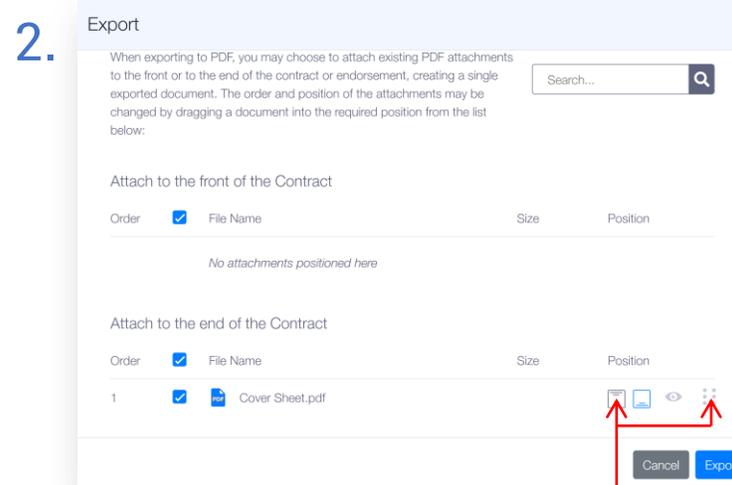


The in-line attachment is labelled 'Prepended' to indicate that it will export at the front of the contract.

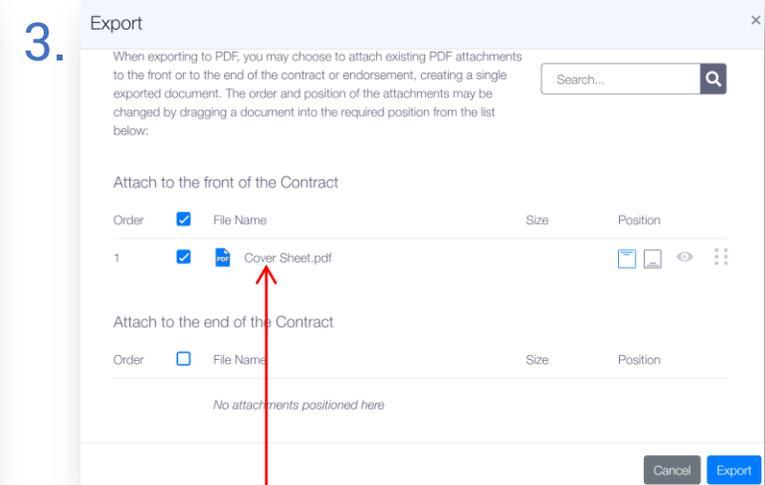
## B. Regular Attachments



Attach the document to the contract as usual. Positioning of regular attachments is decided upon export.



When exporting with attachments, click the document's 'top of contract' icon, or click and drag the six-dot icon to drop the document into the 'Attach to front' section.



The attachment will now be correctly placed at the front of the contract.