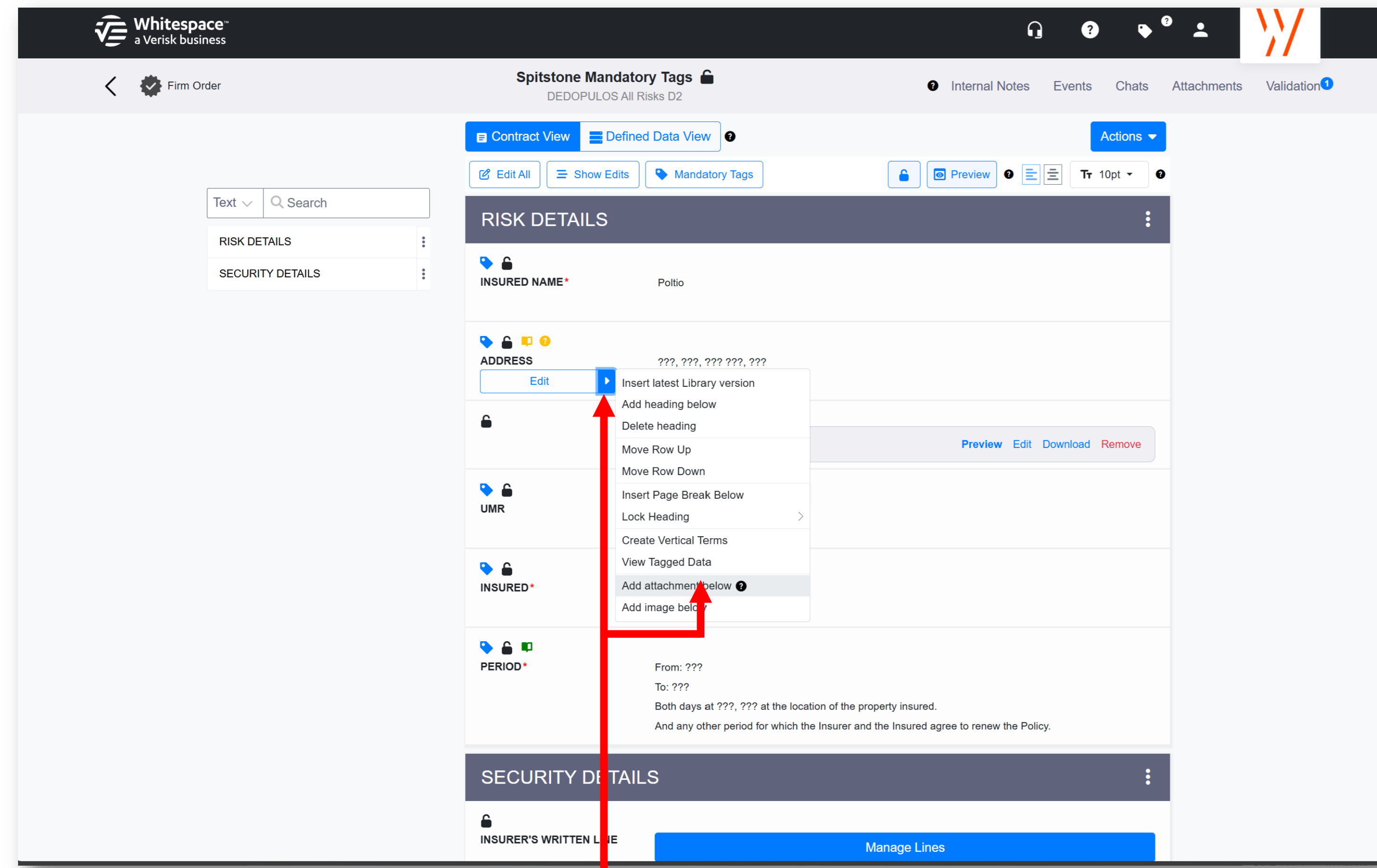


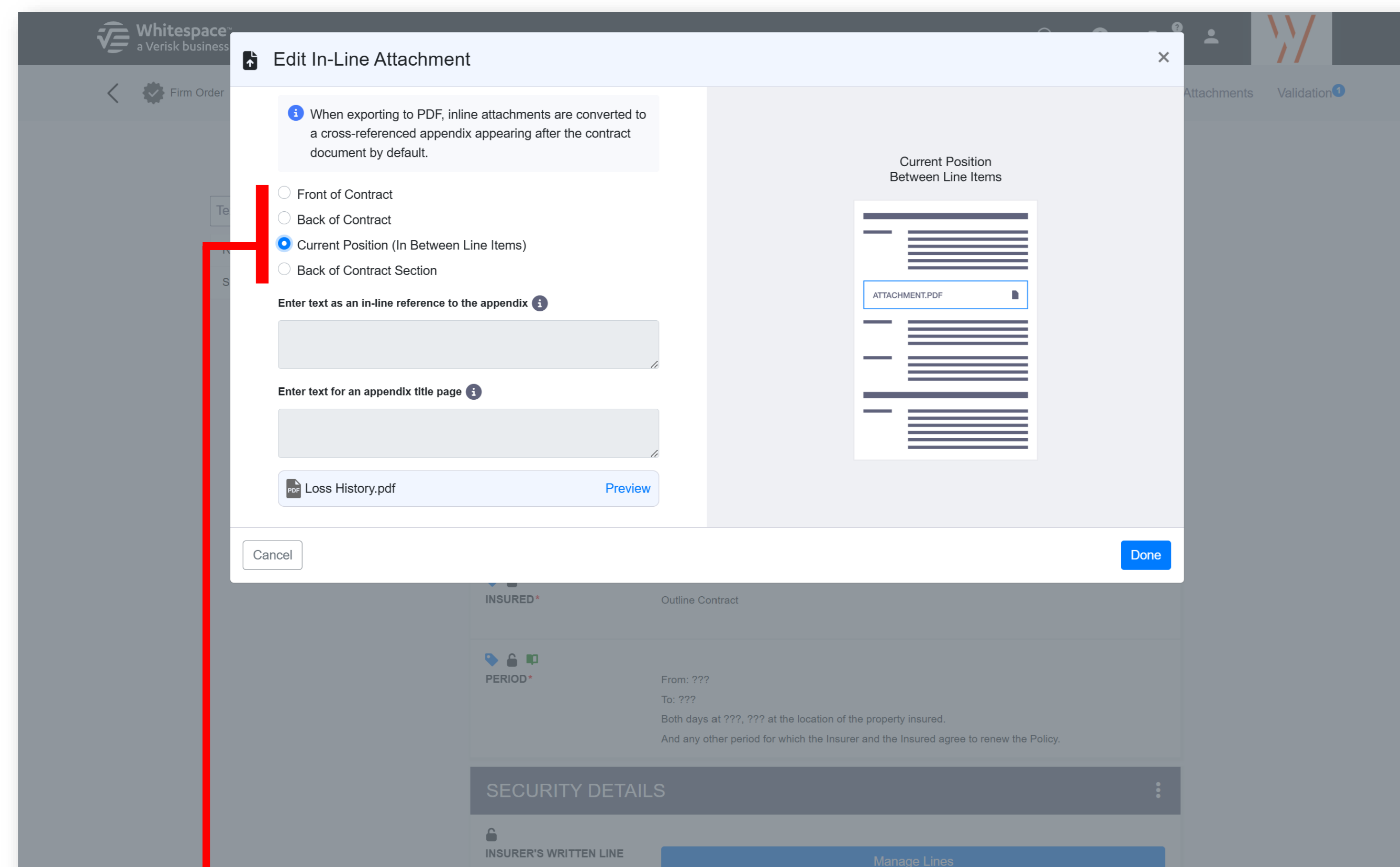
Contract Export Options in v3.5 of the Whitespace Platform

1.



PDF documents added to contracts as inline attachments can appear seamlessly within exported contracts. From the blue drop-down arrow, select the 'Add attachment below' action.

2.



'Back of Contract' and 'Back of Contract Section' permit a reference inline and expand the PDF as an appendix. 'Front of Contract' and 'Current Position' expand the PDF seamlessly either as a preface, or inline as part of the contract.

The 'Export' screen has multiple options to give you greater control over the appearance of your exported contracts.

You can choose to restart the contract's page numbering from (1) at the beginning of any/all contract sections by ticking the 'Restart page numbering' box/es.

By default, each contract section ends with a page break, but this can be removed by ticking the 'Remove page breaks' box/es so that the section flows seamlessly into the next.

Contract sections can be omitted entirely from the export by unticking the box/es next to their title/s.

To add one or more blank pages after the last stamp page in the exported contract, tick the 'Blank pages after stamps?' box and then type the number of blank pages to include in the 'count' box.

To separate the stamp/s associated with one written line onto different pages of the exported contract, tick the 'One underwriter's agreement per page?' box. This ensures that each underwriter's agreement is entirely separate in the exported document.

Tick 'Include Internal Review Details' to identify reviewers by contract stage in the export.

Regular contract attachments can be included after the contract by ticking the 'Include Attachments (PDF only)' box. It has no effect on the display of inline attachments, which are always shown, in the position chosen (see points 1 and 2).

If the contract has an extended data Questionnaire, tick the 'Questionnaire' box to include it in the export.

Tick the 'Include (x) Stamp Addresses' boxes to show the appropriate business addresses below all the stamps that include that information.

If the contract includes vertical terms, these can be exported as multiple separate documents, as part of the whole contract, or they can be excluded.

