DEEP SPACE™

Contract Templates

Set up a contract type step by step, and see how it works with your Word master in Document Templates

Deep Space Horizon · Commercial · Subcontracts · November 2026

Some contracts are more than a document with a few values in it. They have **optional parts** (a design annexure, a warranty schedule, special conditions), **particulars** that must be filled in the right place, and **clause amendments** negotiated per contract. **Contract Templates** handle that. You set up a contract type once. After that, every subcontract of that type:

- is filled from data Deep Space already holds;
- captures the rest on a **Contract details** tab;
- prints your own Word master, word for word.

This guide covers:

- how Contract Templates relate to Document Templates;
- preparing the Word master;
- setting up a Contract Template, tab by tab;
- using it on a subcontract, from creation to *Send for Execution*.

The screenshots come from a Deep Space test workspace. They use two sample contract types: a small one, *“Sample Trade Subcontract”*, and a full worked example, *“Sample Construction Subcontract (worked example)”*, which you can download and import into your own workspace as a starting point (§2.1).

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Who does what. A workspace administrator sets up Contract Templates and Document Templates under **Admin**. Contract administrators and project teams work on the subcontract: they choose the **Contract type** and fill in the **Contract details** tab. The words *“Contract Profile”* and *“Fill In”* from earlier versions are no longer used.

1. Contract Templates and Document Templates

A Document Template decides how a document looks. A Contract Template decides what a contract is made of and what must be captured to produce it. Each keeps its own job, and neither holds the other’s content.

	Document Template (the Word master)	Contract Template (the contract type)
Holds	The **wording and layout**: your legal text, formatting, headers and footers, `${tokens}` where values print, and bookmarks around the parts that may be left out	The **rules and data**: which parts are optional, the fields to capture and where each value comes from, the token map, amendments, the document pack and the signing order
Never holds	Rules, field definitions, defaults or any one contract's values	Wording, layout or a copy of the Word file
Edited in	Admin → **Document Templates** (Word workbench)	Admin → **Contract Templates**
Changes when	The legal text or formatting changes (for example, a new master from your lawyers)	What you capture changes: a new field, a new optional annexure, a different source
Used alone?	Yes. Most documents (claims, schedules, invoices, ordinary agreements) only ever use a Document Template	No. It always points at **one Word Document Template family**, its master, which is what prints
Each contract's values	Neither. They are stored on the subcontract itself, in its **Contract details**.	

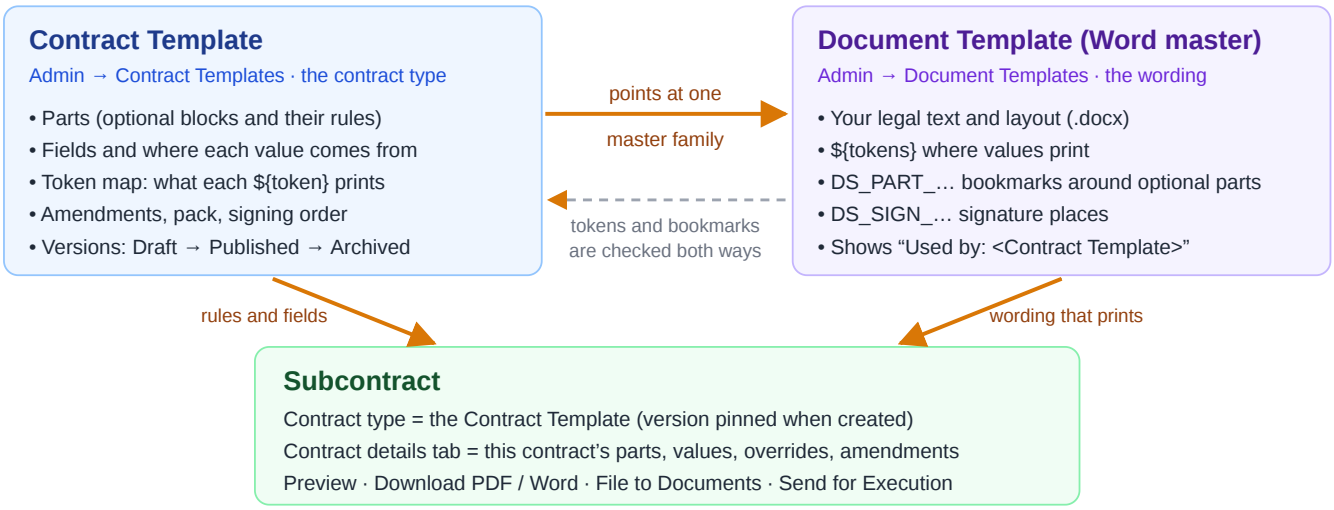


Figure 1. How the pieces fit. The Contract Template points at one Word Document Template family. The subcontract holds its own values. The printed contract is the master's wording, filled in by the Contract Template's rules.

1.1 Where they meet

The two templates meet in only two places: the master's `${tokens}` and its `DS_…` bookmarks. The Contract Template refers to tokens and bookmarks that are in the Word master, and **validation** checks both sides. It reports:

- a token in the master that nothing fills;
- a field that no token prints;
- an optional part with no bookmark;
- a bookmark that no part uses.

A Contract Template can only be published when this check is clean.

1.2 Masters are kept out of the ordinary pickers

Once a Contract Template links a Word Document Template, that Document Template becomes a **master**:

- It is still listed in Admin → Document Templates, with a **"Used by:"** note naming the Contract Template (Figure 8). Click the note to open it.
- It **never appears in the ordinary template pickers**: Overview, Documents, Agreement, Send, and the "Default (newest published)" choice. So a master can't become the default Subcontract Agreement for subcontracts that don't have a contract type.
- It only prints through its Contract Template, which knows how to remove parts, repeat blocks and fill the particulars.

> **Word only.** A master must be a Word (.docx) Document Template. HTML Document Templates can't be masters. The Contract Template's Document tab lists Word templates only.

2. Before you start

1. Prepare the Word master Add tokens and bookmarks to your .docx (§3).	→	**2. Upload it** Document Templates → Upload Word Template, as a Draft (§4).	→	**3. Create the contract type** Contract Templates → New, link the master, then publish the master (§5).	→	**4. Configure, validate, publish** Parts, fields, token map and the rest (§5).	→	**5. Use it** Choose the Contract type on a new subcontract (§7–10).

Check these before you start. Each is a source contracts are filled from, so filling it once fills every contract:

- **Company Settings**: legal name, ABN and address, and **Claims Email** (the address progress claims go to).
- Each subcontract's own project: **Project Settings** (site address, and **Working Days / Calendars › Working hours**) and its **Team** roles (for example Project Manager, Contracts Manager, Contract Administrator).
- The project's **head contract**: the client, and on its **Details** tab the **Superintendent and Principal's Representative**.
- The subcontractor in the **Company Directory**: legal name and ABN, and the **Primary Contact** your team keeps for the company (name, email, phone and address, under *Edit subcontractor data*, §5.4.4). You can fill these before the company is inducted. The licence number comes from a licence compliance item or the subcontractor's own profile.
- If contracts attach the construction program: a **Program** folder in Project Documents holding the program PDF (§5.4.2).

2.1 Start from the worked example

The quickest way to start is to import a complete contract type and make it your own. Deep Space publishes a worked example, **Sample Construction Subcontract**: a full subcontract (Agreement, Special Conditions, Subcontract Particulars, General Conditions and six Schedules) whose Word master and Contract Template are already set up.

Download	What it is

sample-construction-subcontract.dsct	The package to import: the Contract Template and its Word master (§6.2).
sample-construction-subcontract.docx	The Word master on its own, to read or to start your own master from.
sample-construction-subcontract-example.pdf	What a filled-in contract looks like, with sample values.

To use it:

1. Download the `.dsct` package.
2. Go to Admin → Contract Templates, click **Import** and choose the package (§6.2). It creates the contract type and its Word master as Drafts, and changes nothing that's already there.
3. Read the report, then publish: on *Validate & publish* choose *The Draft master v1*, click **Validate**, then **Publish with Word master v1**. Both are published together.
4. Create a subcontract with it (§7) and look through the Contract details tab and the preview.
5. Make it yours: change the wording in the Word master (§4.3), and the fields and parts in the Contract Template (§5). Add your logo to the master's header in Word.



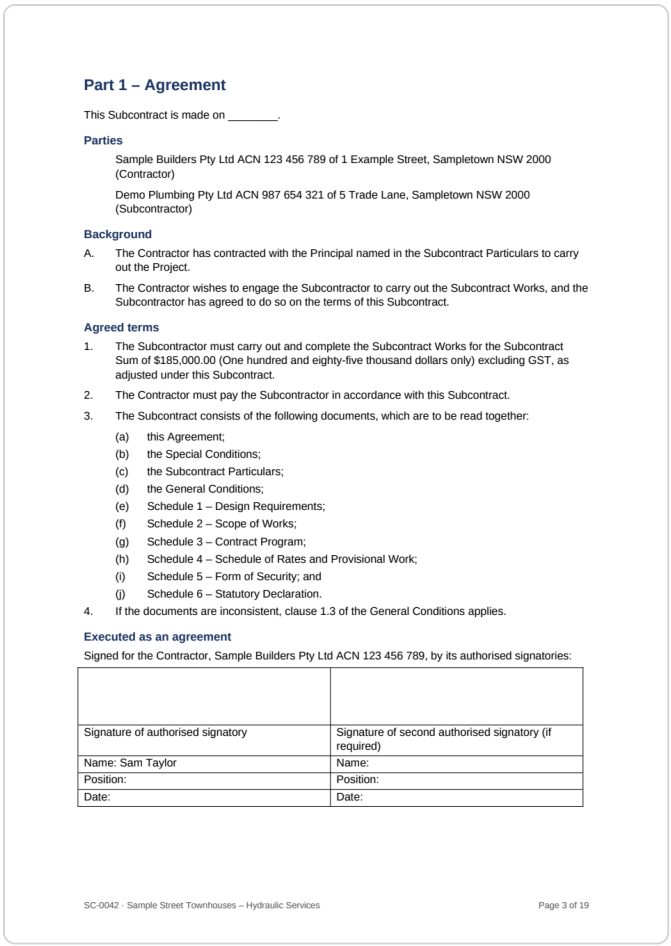
Figure 2. Importing the worked example: what it relies on in your workspace, and *Ready to publish*.

> **Sample wording.** The worked example's clauses are illustrative only. They haven't been reviewed for any particular project, State or Territory. Have your legal adviser review the wording (or replace it with your own form) before you use it on a live project. A note on its cover says so; untick *Sample guidance note* in Parts, or delete it from the Word master, once your own wording is in place.

The worked example uses almost every feature in this guide, so it is also a reference:

Feature	Where in the worked example
Values from every kind of source (§5.4)	Items 1–7 and 11–15: Company Settings, Directory, head contract, Project Settings and Team, the programme, Project Documents, the subcontract itself, and calculated values (the Subcontract Sum in words)

Key dates from the programme (§5.4.3)	Item 7
A part the user ticks	Special Conditions, Schedule 3 (Contract Program), Schedule 5 (Form of Security)
A part that sets a yes/no answer (§5.3.1)	Schedule 1 sets Item 9 (design clauses); Schedule 4 sets Provisional Work at Item 6
A part that follows the subcontract	Schedule 6 (Statutory Declaration) follows *Statutory Declaration required with claims* on the subcontract
“Not applicable” instead of removal	Item 4 (Superintendent), Item 6 Provisional Work, Item 10 (liquidated damages)
A choice between two wordings	Item 7: Practical Completion as a date, or as a number of days
TOC lines and the Agreement’s documents list follow the parts	Contents page and Agreement clause 3: removed schedules disappear and the list re-letters
Checkboxes, lists and repeated table rows	Items 9, 11, 12, 18 (checkboxes); Items 14–15 (lists); Items 13, 16 and Schedule 4 (rows)
A block repeated per row	Item 8: one block per Separable Portion
Program PDF placed inside the contract	Schedule 3 (`DS_INSERT_contract_program`)
Amendments	Part 2 Special Conditions
Signing positions	The Agreement’s two execution blocks; the subcontractor signs first



Part 1 – Agreement

This Subcontract is made on _____.

Parties

Sample Builders Pty Ltd ACN 123 456 789 of 1 Example Street, Sampletown NSW 2000 (Contractor)

Demo Plumbing Pty Ltd ACN 987 654 321 of 5 Trade Lane, Sampletown NSW 2000 (Subcontractor)

Background

A. The Contractor has contracted with the Principal named in the Subcontract Particulars to carry out the Project.

B. The Contractor wishes to engage the Subcontractor to carry out the Subcontract Works, and the Subcontractor has agreed to do so on the terms of this Subcontract.

Agreed terms

1. The Subcontractor must carry out and complete the Subcontract Works for the Subcontract Sum of $185,000.00 (One hundred and eighty-five thousand dollars only) excluding GST, as adjusted under this Subcontract.
2. The Contractor must pay the Subcontractor in accordance with this Subcontract.
3. The Subcontract consists of the following documents, which are to be read together:
   (a) this Agreement;
   (b) the Special Conditions;
   (c) the Subcontract Particulars;
   (d) the General Conditions;
   (e) Schedule 1 – Design Requirements;
   (f) Schedule 2 – Scope of Works;
   (g) Schedule 3 – Contract Program;
   (h) Schedule 4 – Schedule of Rates and Provisional Work;
   (i) Schedule 5 – Form of Security; and
   (j) Schedule 6 – Statutory Declaration.
4. If the documents are inconsistent, clause 1.3 of the General Conditions applies.

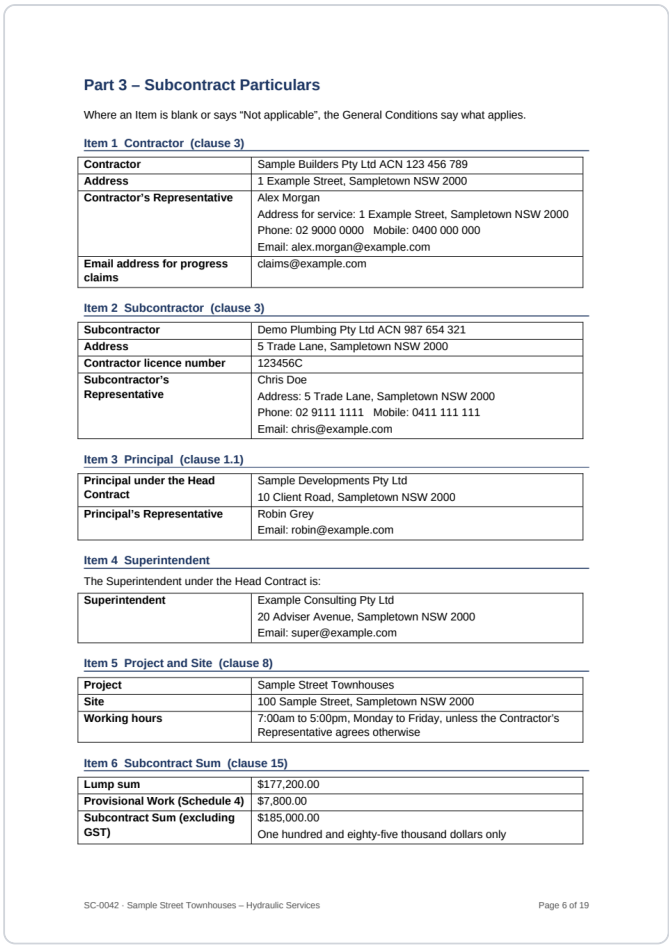
Executed as an agreement

Signed for the Contractor, Sample Builders Pty Ltd ACN 123 456 789, by its authorised signatories:

Signature of authorised signatory	Signature of second authorised signatory (if required)
Name: Sam Taylor	Name:
Position:	Position:
Date:	Date:

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Figure 3. The worked example's Agreement, with sample values. Clause 3 lists only the schedules this contract includes.



Part 3 – Subcontract Particulars

Where an Item is blank or says "Not applicable", the General Conditions say what applies.

Item 1 Contractor (clause 3)

Contractor	Sample Builders Pty Ltd ACN 123 456 789
Address	1 Example Street, Sampletown NSW 2000
Contractor's Representative	Alex Morgan Address for service: 1 Example Street, Sampletown NSW 2000 Phone: 02 9000 0000 Mobile: 0400 000 000 Email: alex.morgan@example.com
Email address for progress claims	claims@example.com

Item 2 Subcontractor (clause 3)

Subcontractor	Demo Plumbing Pty Ltd ACN 987 654 321
Address	5 Trade Lane, Sampletown NSW 2000
Contractor licence number	123456C
Subcontractor's Representative	Chris Doe Address: 5 Trade Lane, Sampletown NSW 2000 Phone: 02 9111 1111 Mobile: 0411 111 111 Email: chris@example.com

Item 3 Principal (clause 1.1)

Principal under the Head Contract	Sample Developments Pty Ltd 10 Client Road, Sampletown NSW 2000
Principal's Representative	Robin Grey Email: robin@example.com

Item 4 Superintendent

The Superintendent under the Head Contract is:

Superintendent	Example Consulting Pty Ltd 20 Adviser Avenue, Sampletown NSW 2000 Email: super@example.com

Item 5 Project and Site (clause 8)

Project	Sample Street Townhouses
Site	100 Sample Street, Sampletown NSW 2000
Working hours	7:00am to 5:00pm, Monday to Friday, unless the Contractor's Representative agrees otherwise

Item 6 Subcontract Sum (clause 15)

Lump sum	$177,200.00
Provisional Work (Schedule 4)	$7,800.00
Subcontract Sum (excluding GST)	$185,000.00 One hundred and eighty-five thousand dollars only

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Figure 4. Items 1–6, filled from Company Settings, the Directory, the head contract, Project Settings and the subcontract.

3. Preparing the Word master

Start from your final legal document in Word, then add two things:

- **tokens** where values print;
- **bookmarks** around the blocks Deep Space may need to find.

Everything else is printed exactly as it is in the file: the wording, numbering, styles, headers, footers and fonts. Clause labels never renumber, so "Part E" stays "Part E" when Part C is left out.

3.1 Tokens

Type a token as `${name}` wherever a value prints, for example `Subcontract number: ${sc_number}`. Use lower case, digits and underscores. Each token is given a meaning in the Contract Template's *Token map* (§5.5), usually a field of the same name.

Write in Word	What prints
`${subcontract_sum}`	The value, formatted by its field type: $185,000.00, 12 October 2026, 5%. An empty value prints the blank line (`_____` by default).

`${check.pi_insurance_required}`	☒ when a Yes / No field is Yes, ☐ when No. For a "☐ Yes ☐ No" pair, write `${check.field.True} Yes ${check.field.False} No`. `${check.field.option}` ticks one option of a dropdown or multi-select field, for example `${check.security_form.retention}`.
`${list.key_personnel}`	The whole paragraph once per item of a list field. An empty list removes the paragraph.
`${row.field.column}`	A table row repeated once per entry of a table field. A column given a type (date, currency, number, Yes / No) prints like a field of that type: 26 February 2027, $2,400.00, Yes.
`${item.column}`	Inside a `DS_REPEAT_` block (§3.2): that row's value, for example one Separable Portion's date.
`${amendments}`	The contract's amendments, one numbered paragraph each (or use the `DS_AMENDMENTS` bookmark below).

3.2 Bookmarks

Bookmarks are invisible in Word and survive editing. Add them in Word with **Insert → Bookmark**: select the block first, type the name and click *Add*. Names use letters, digits and underscores, up to 40 characters. For optional parts you can also use **Mark selection as optional part** in Deep Space (§4.2).

Bookmark	Put it around	What Deep Space does
`DS_PART_<key>`	Whole paragraphs, tables, table rows or sections that make up one optional part, e.g. `DS_PART_design` around "Part C Design obligations" and its clauses	Removes the block when the part is left out, or prints "Not applicable", or strikes it through (§5.3). Extra blocks for the same part can be named `DS_PART_<key>__2`.
`DS_SIGN_<party>`	Where each party signs, inside one paragraph: `DS_SIGN_subcontractor`, `DS_SIGN_contractor`. Either the blank row the party signs in, above a line labelled *Signature* (as in a section 127 execution table), or the party's *Signed for …* line.	Turns it into the signature position for e-signing. In a blank above a *Signature* line, the signature goes in that blank, and the signer's name and the signing date print on the lines labelled *Name* and *Date* below it, in the same column (§10).
`DS_AMENDMENTS`	The paragraph where special conditions or clause amendments print. Use `DS_AMENDMENTS_delete`, `_amend` or `_add` to print each kind in its own section.	Replaces the paragraph with the numbered amendments, or "Nil." when there are none.
`DS_TOC_<name>`	The table-of-contents line for an optional part	Removes the line with its part, if the part lists it under *Also removes*. TOC page numbers are refreshed from the final layout.
`DS_LIST_<name>`	A lettered list whose entries belong to optional parts, such as a list of contract documents	Re-letters what's left and fixes the ";", "; and" and "." endings.

`DS_INSERT_<field>`	A point inside the one paragraph where a *Document list* field's PDFs belong, e.g. `DS_INSERT_program` on the "Contract program" schedule page	Puts the field's PDFs into the contract straight after the page that paragraph prints on (§5.4.2). Without it they follow the contract.
`DS_REPEAT_<field>`	A block to print once per item of a list or table field, such as one schedule per separable portion. Inside it, use `${item.column}`, `${item}` and `${item.index}`.	Copies the block for each item, or removes it when there are none.

Part keys can't contain hyphens in a bookmark name: part `a-sep` uses bookmark `DS_PART_a_sep`.

3.3 Content controls (forms from your lawyers)

Many law-firm masters use Word **content controls** ("Click or tap here to enter text.") instead of tokens. Deep Space fills a content control when its **Tag** matches a Contract Template field key. To set the tag in Word, go to **Developer → Properties → Tag**.

- The control stays in the document, so the filled Word file still works as a form.
- An untagged or empty control prints the blank line, never "Click here to enter text".
- Validation warns how many controls have no tag.

In the sample master, Item 10 *Defects liability period* is a content control tagged `defects_period`.

> **Keep it practical.** You don't need every value as a field. Add a token only where a value changes from contract to contract. Text that is the same on every contract of this type stays in the Word file.

4. Uploading the master as a Document Template

4.1 Upload

1. Go to **Admin → Document Templates** and click **Upload Word Template**.
2. Enter a clear name, for example *"Sample Trade Subcontract – Word master"*.
3. Choose Category **Commercial** and Document type **Subcontract Agreement**.
4. Choose the .docx file and click **Upload**.

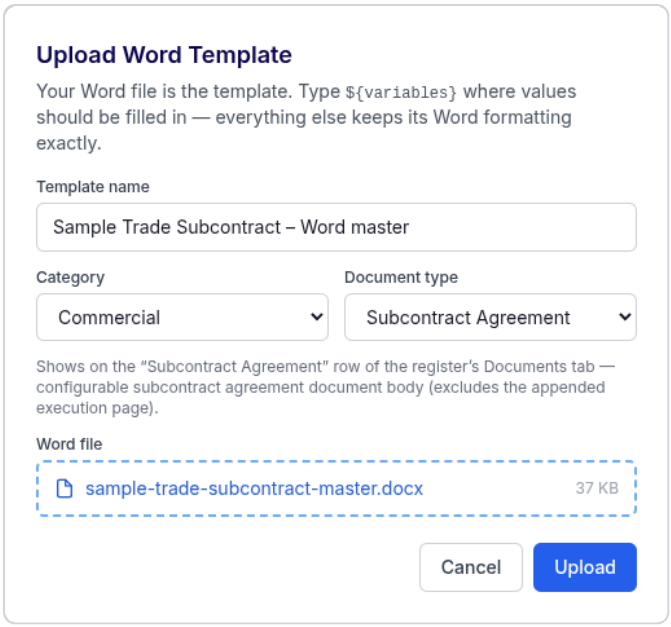


Figure 5. Upload Word Template.

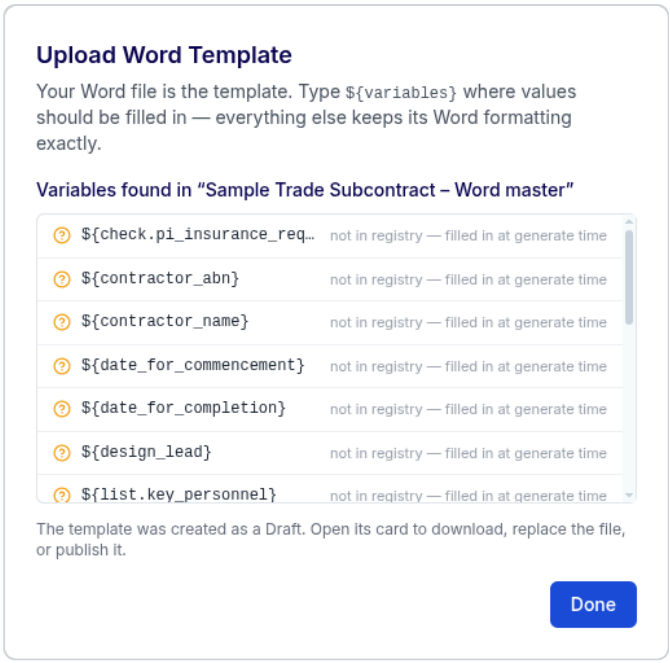


Figure 6. The upload lists every token it found. For a master, ignore "not in registry": the Contract Template's token map fills these.

The template is created as a **Draft**. **Leave it as a Draft for now.** Create the Contract Template and link this master first (§5.2), then publish the master. Deep Space marks a Document Template as a master when a Contract Template links it, so the master never shows in the ordinary pickers, even for a moment.

4.2 The Word workbench

Open the template to see it in the Word workbench. The preview shows the master with its `${tokens}`, and the panel on the left lists every paragraph, with the bookmarks already in the file.

- **Mark selection as optional part:** click the first paragraph of a block, shift-click the last, type a part key (for example `design`), then click **Mark selection as optional part**. This adds a `DS_PART_design` bookmark and saves a new Draft of the master.
- **Download DOCX** and **Replace file** let you edit the master in Word and put it back.
- **Publish** makes this version the one contracts use.

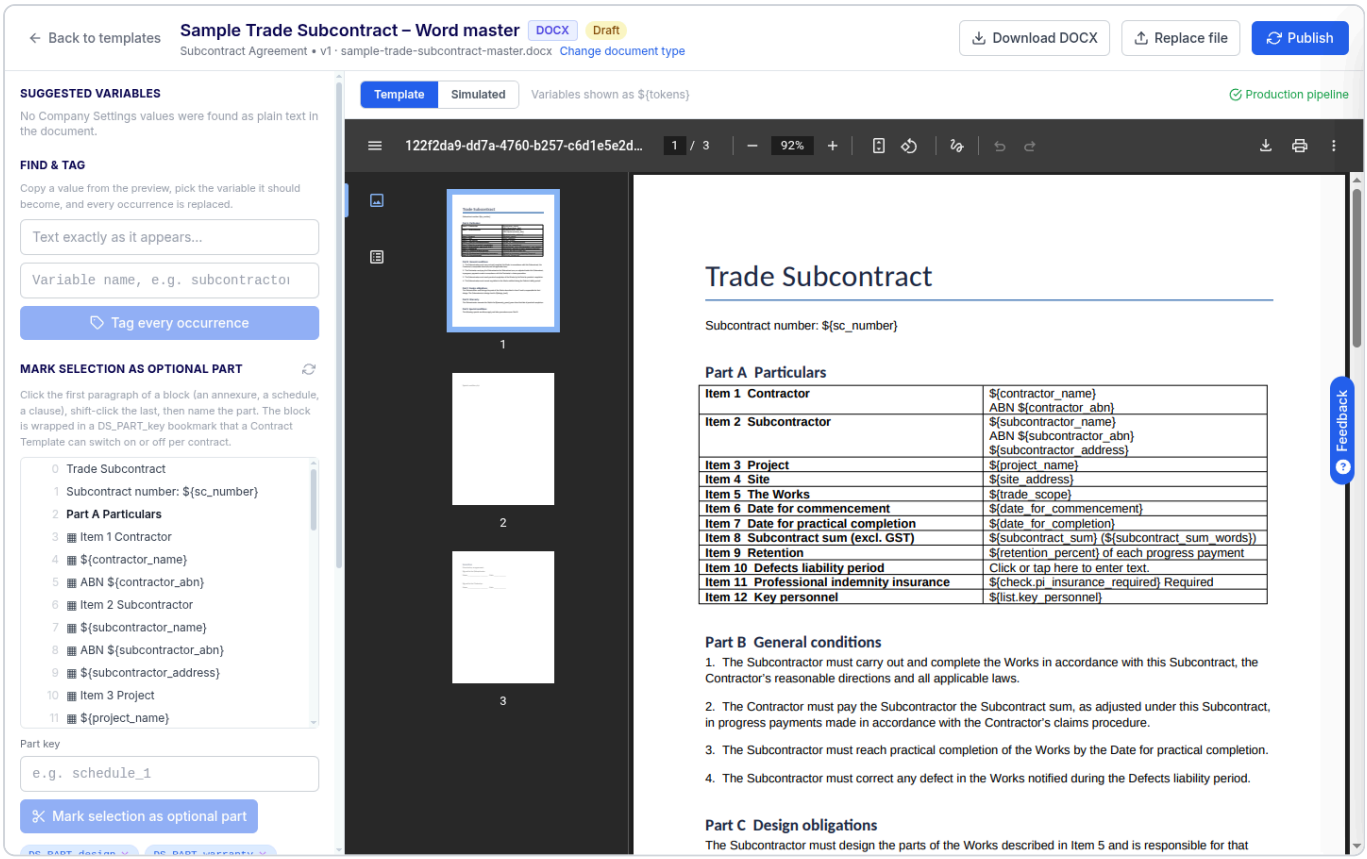


Figure 7. The Word workbench on the sample master: the paragraph list and *Mark selection as optional part* on the left, and the master with its `${tokens}` on the right.

After the Contract Template links it, the master's row shows **"Used by:"**:

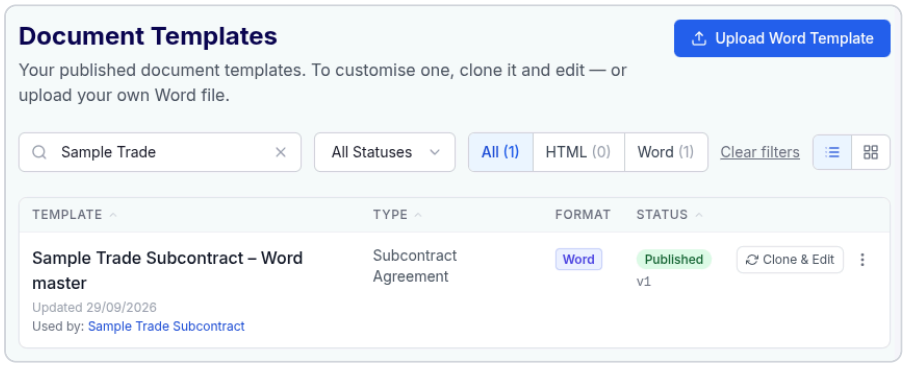


Figure 8. The published master in Document Templates, with "Used by: Sample Trade Subcontract".

4.3 Changing the wording later: a new version of the Word master

Contracts print from the **newest Published version** of the master. To change the wording, make the next version of the same master; you don't need a copy, and the Contract Template doesn't need relinking.

1. Open the Contract Template, go to the **Document** tab and find **Word master versions**. It says which version contracts print from today.
2. Click **New version of the Word master**. A Draft (for example v3) is made in the same Document Template, starting from the Published file.
3. Click **Replace Word file** and choose your edited .docx.
4. Deep Space **checks the Draft automatically** against every Published contract type that prints with this master, and shows how many subcontracts in progress use each. **Check again** re-runs it.

5. When it says the master matches, click **Publish Word master v3**. Every contract type linked to the master prints the new wording from then on, including subcontracts still in progress.

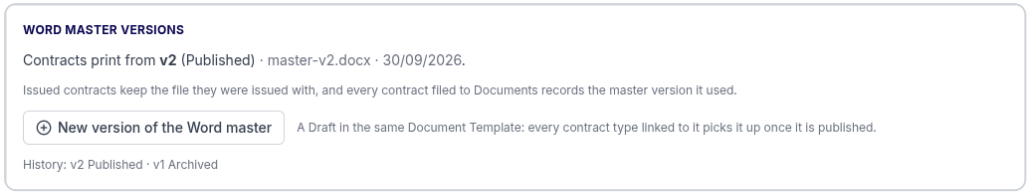


Figure 9. *Word master versions* on the Document tab: contracts print from v2.

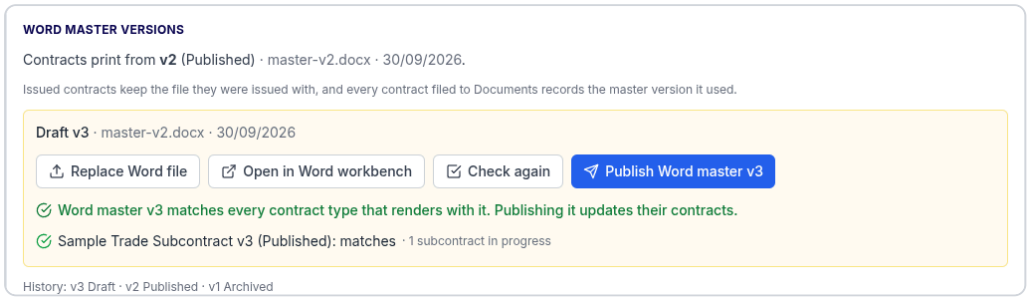


Figure 10. Draft v3 checked against the contract types that print with it: it matches, so it can be published.

What doesn't change. A contract that has been sent for execution keeps the file it was issued with, and every contract filed to Documents records the master version it used. The old master versions stay in the history.

When the new wording doesn't match. If the new file drops or renames a token or bookmark that a Published contract type still uses (or adds one it doesn't know), the check lists each problem and **publishing is refused**, both here and in the Word workbench. Either fix the Word file and check again, or change the contract type to match and publish the two together:

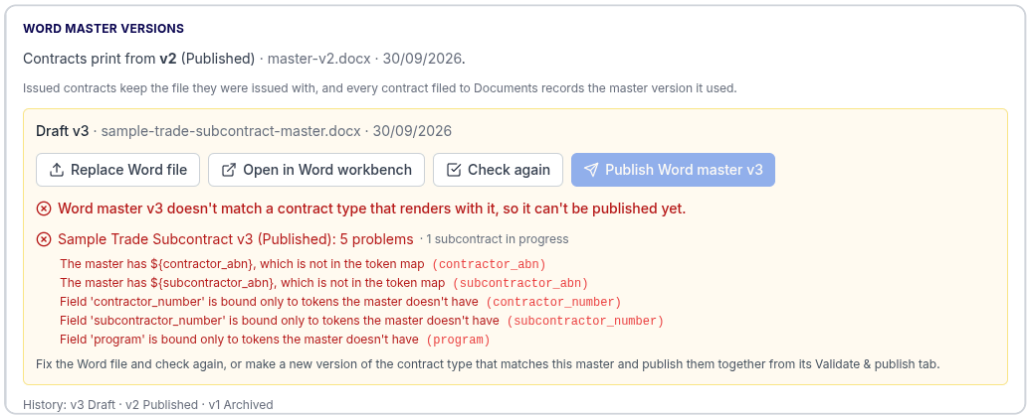


Figure 11. A Draft whose file no longer has `${contractor_number}`, `${subcontractor_number}` and `${program}`: 5 problems, and *Publish Word master v3* is disabled.

1. With the master Draft still open, open the Contract Template and click **New version**. Update its fields, parts and token map for the new file.
2. On **Validate & publish**, choose *The Draft master v3: publishing then publishes the master too*, then **Validate**.
3. Click **Publish with Word master v3**. The contract type version is checked against the Draft master, then the master and the contract type are published together.

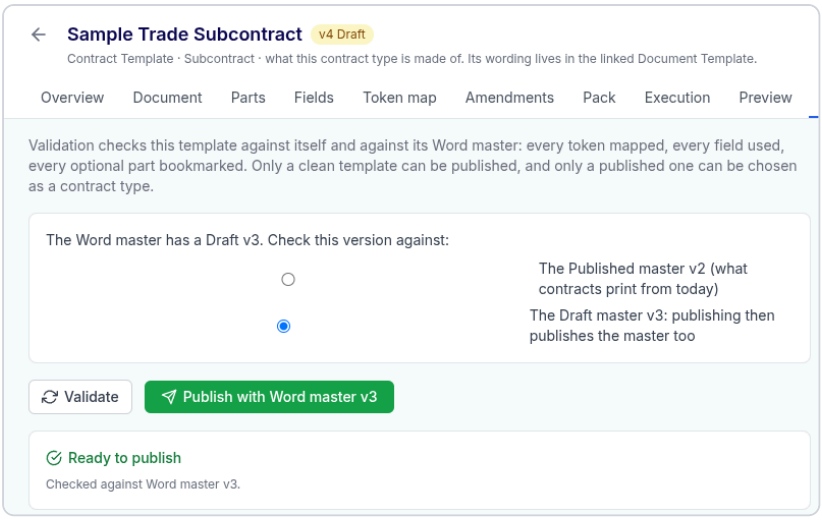


Figure 12. A Draft contract type checked against the Draft master: *Publish with Word master v3* publishes both.

> Don't use **Clone & Edit** to change a master. It makes an independent copy that no contract type uses, and Deep Space asks you to confirm before making one (see the *Document Templates* guide).

5. Setting up a Contract Template, tab by tab

Go to **Admin → Contract Templates**. The list shows each contract type with:

- its status and version;
- its Word master (click it to open the master in Document Templates);
- how many subcontracts use it;
- when it was last published.

The ⋮ menu on each row holds *Open*, *Duplicate*, *Export (.dsct)*, *Archive* and *Delete*.

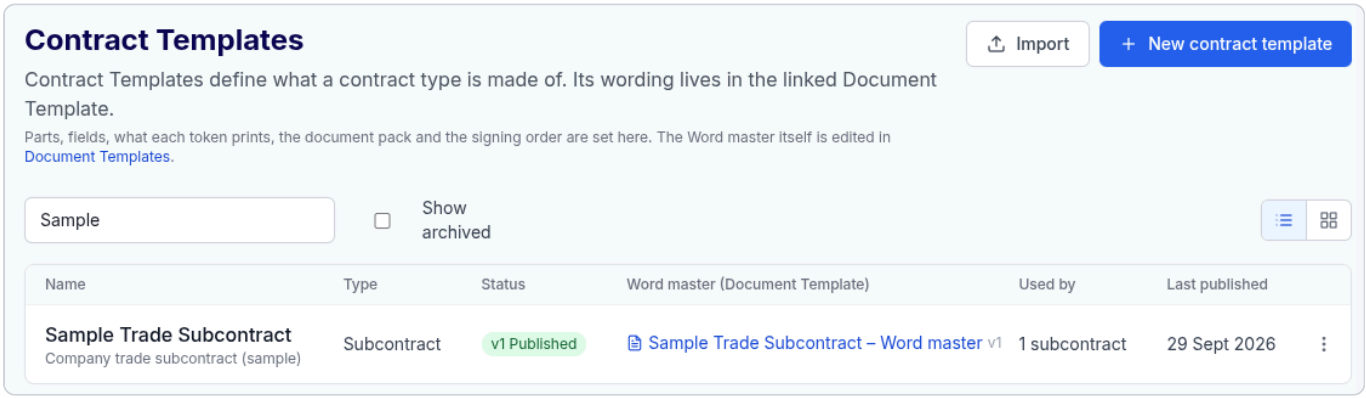


Figure 13. Admin → Contract Templates, searched for "Sample". The list shows the Word master it points at and "Used by 1 subcontract".

Click **+ New contract template**. The editor has ten tabs. Work through them left to right, and click **Create** (later **Save**) at the top right to save.

5.1 Overview

Setting	What it’s for
Name	What users pick as the **Contract type**, e.g. “Sample Trade Subcontract”.
Used for	Subcontract. (Head contract and Purchase order are for later use.)
Standard form, Tags, Description	For your reference: the form it’s based on (e.g. AS 4901-1998, or your own form).
Jurisdiction defaults	Country, state and Security of Payment act that the contract type is written for.
Printing	How values print: the blank line for anything not filled in, the date format (e.g. `d MMMM yyyy` prints 12 October 2026), locale, currency symbol and decimals, and the words printed for Yes and No. What people enter is stored as it is; this only changes the printed contract.

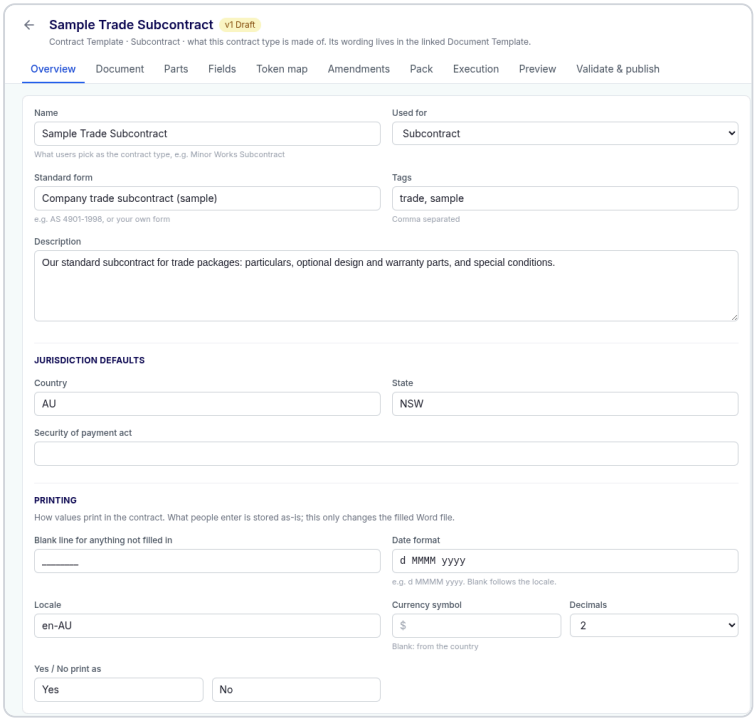


Figure 14. The Overview tab.

5.2 Document

Choose the Word master under **Word Document Template**. Only Word templates are listed. The card below shows the master’s versions and has:

- **Open in Word workbench**;
- the same **Mark selection as optional part** tool as the workbench;
- **Word master versions**, where you make and publish the next version of the master (§4.3).

Then click **Create**. The master is now linked and marked as a master, so you can publish it in Document Templates (§4.1).

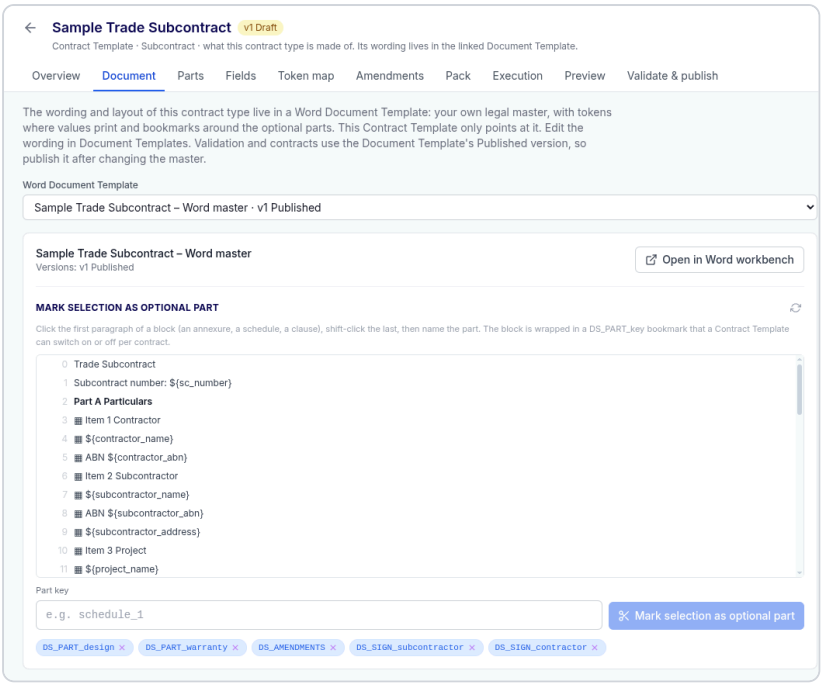


Figure 15. The Document tab. The chips at the bottom are the bookmarks found in the master.

> Validation, previews and contracts use the master's **Published** version. Until the master is published, **Token map** → **Scan the Word master** finds nothing, and **Validate** reports that the Document Template has no Published version.

5.3 Parts

Parts are the blocks a contract can include or leave out. The wording stays in the master. Here you say which bookmarked blocks are optional, whether they start ticked, and what happens when they are left out.

Setting	Options
Label, Key, Bookmark	What users see in the parts checklist; the part key; the `DS_PART_<key>` bookmark in the master (filled in from the key).
Required / Included by default	A required part is always in. "Included by default" starts the part ticked on a new subcontract.
Switches on when	*The user ticks it*; *The user ticks it, and it sets a yes/no field* (below); *A field has a value*; *The contract has amendments*; or *A schedule of rates is present*.
When left out	*Remove the block*, *Print "Not applicable"* (the heading stays), or *Strike it out*.
Also removes	Other bookmarks that go with the part, such as its TOC line or list entry: `DS_TOC_B`, `DS_LIST_B`.
Hide from the checklist / Repair list punctuation	Hide a part users shouldn't choose (it follows its rule), and re-letter a `DS_LIST_` list after removal.

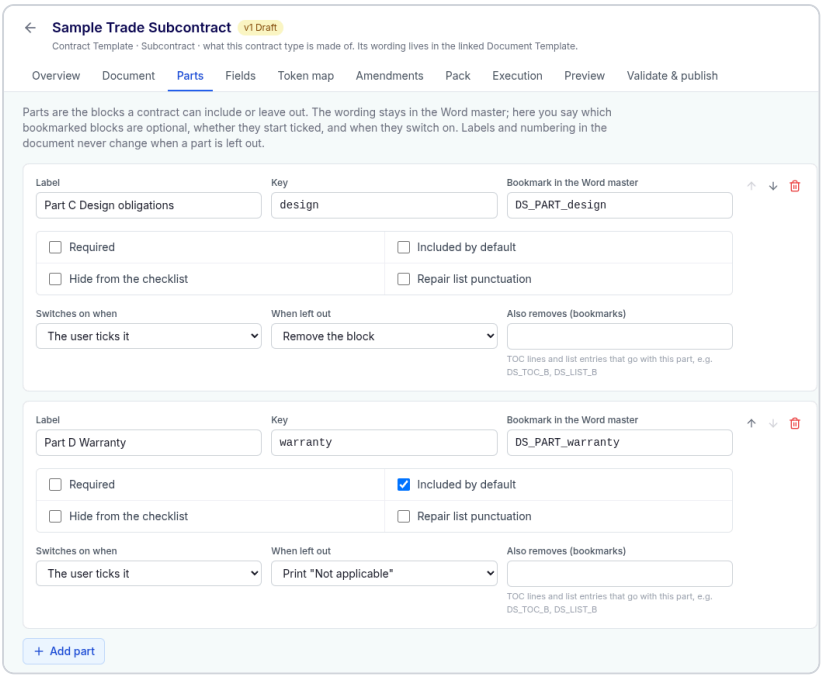


Figure 16. Two parts. *Part C Design obligations* starts unticked and is removed when left out. *Part D Warranty* starts ticked and prints “Not applicable” when left out.

5.3.1 Letting the tick decide a yes/no answer

Many contracts ask a yes/no question that really just says whether a part applies, for example “Do the design clauses apply?” next to the design schedule. Rather than ask twice, choose **Switches on when** → *The user ticks it, and it sets a yes/no field*, pick the field under **Sets the field**, and choose what it is while the part is ticked (*Yes (No while unticked)*, or the other way round). Only Yes / No fields with no source can be picked.

On the subcontract, the part is an ordinary tick box, and the field is filled from it: it shows Set by Parts, can’t be typed in, and prints the answer that matches the tick. Parts that follow the same field (*A field has a value*) follow the tick too.

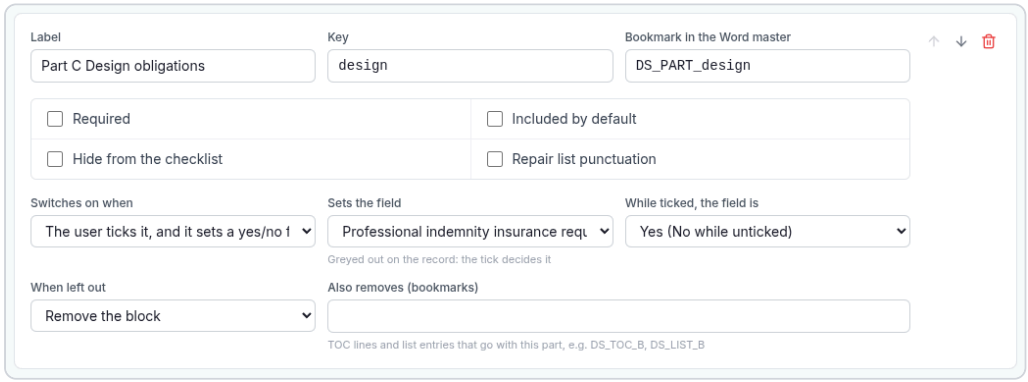


Figure 17. In the sample (version 5), ticking *Part C Design obligations* sets *Professional indemnity insurance required* to Yes; unticking it sets No.

5.4 Fields

Fields are what a contract of this type captures. Keep them in the same order as the contract’s particulars, and use **Group** to make headings (Parties, The Works, Time and price…). The heading line tells you how many fields are filled from Deep Space and how many are entered by hand.

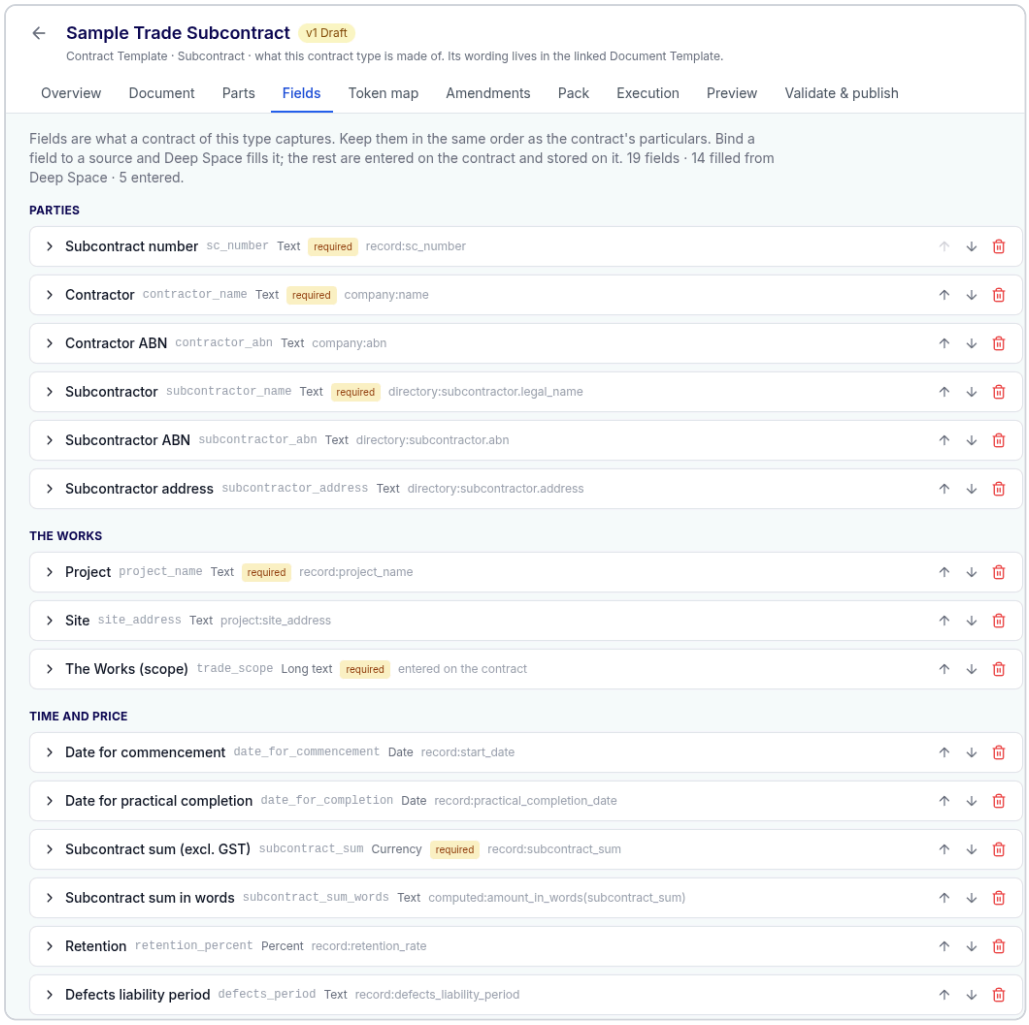


Figure 18. The Fields tab: 19 fields, 14 filled from Deep Space and 5 entered. Each row shows the label, key, type, whether it's required, and its source.

Click a field to open it:

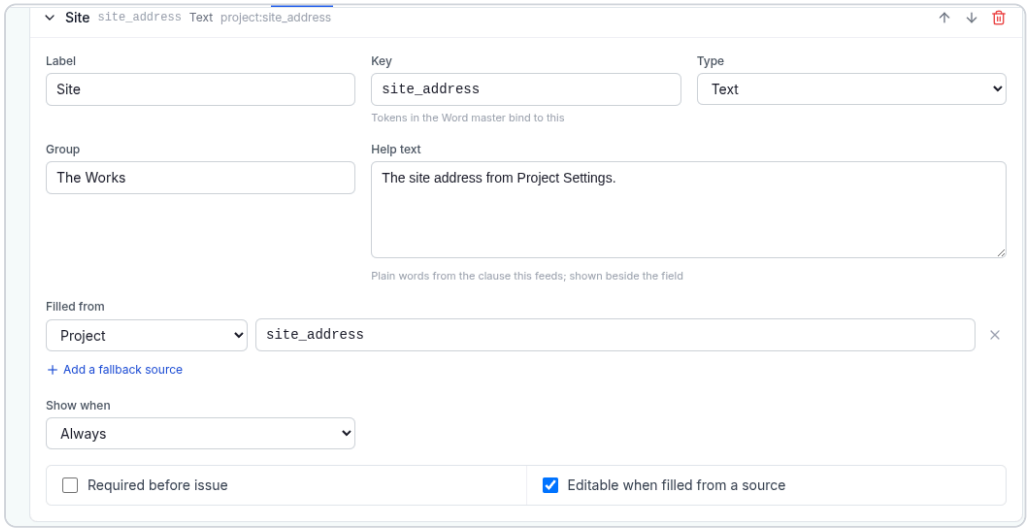


Figure 19. The *Site* field, filled from Project → `site_address`.

Setting	What it does

Label, Key, Type	The key is what tokens bind to. Types: Text, Long text, Rich text, Number, Currency, Percent, Date, Time, Time range, Yes / No, Dropdown, Multi-select, List, Table, Party, Person, Document list.
Group, Help text	The heading the field sits under, and plain words shown beside it (take them from the clause it feeds).
Filled from	Where Deep Space finds the value (below). Click *Add a fallback source* to try a second source when the first is empty. No source means it is entered on the contract.
Show when	Always, or only when a part is included or another field has a value. For example, *Design lead* shows only when Part C is ticked.
Required before issue	An empty required field blocks sending for execution. You can still preview and download.
Editable when filled from a source	Lets users override a sourced value on one contract. A reason is asked for only when the value is a party's name, ABN / ACN or address (§7.4).
Options	The choices of a Dropdown or Multi-select field. On a Long text or Table field, options become shortcuts: a Long text field shows each option as a one-click answer (for example *Not applicable*), and a Table field shows each option as a tick that adds that row (for example the usual documents a subcontractor supplies).
Columns (Table)	The table's columns, each with an optional type (Text, Number, Currency, Date, Yes / No, Dropdown). A typed column is captured with the right input and prints like a field of that type.
Default	What prints when nothing else gives a value: a sentence, a list of lines, or table rows.

Sources

Source	Example reference	Badge on the subcontract
This record	`sc_number`, `contract_name`, `subcontract_sum`, `start_date`, `practical_completion_date`, `retention_rate`, `project_name`, `scope_of_work`, `defects_liability_period`; the Commercial Particulars set on the create form, such as `commercial_particulars.liquidated_damages_applicable`, `commercial_particulars.liquidated_damages_rate`, `commercial_particulars.statutory_declaration_required`, `commercial_particulars.insurance_public_liability_amount`; in contract words: `security_amount` (the retention cap, or the rate of the Subcontract Sum), `security_settings` (retention, bank guarantee, both, or *not_applicable* when Security Settings is None), `progress_claim_timing` ("on the 25th day of each month…"), `payment_time` ("14 days after the date of the progress claim"), from Claims & Payments	From this subcontract
Company Settings	`name`, `abn`, `address`, `company_number`, `claims_email` (Company Settings › Claims Email)	From Company Settings

Directory (subcontractor)	`subcontractor.legal_name`, `subcontractor.abn`, `subcontractor.address`, `subcontractor.company_number`, `subcontractor.qbcc_licence` (the licence number), `subcontractor.primary_contact` (a Person: name, phone, email, address). The Primary Contact your team records in the Company Directory comes first, then the company's Directory record, then the subcontractor's own profile (§5.4.4).	From Directory
Project	`site_address`, `working_hours_start`, `working_hours_end` (Project Settings › Working Days / Calendars › Working hours)	From Project Settings
Project role	`project_manager`, `contracts_manager`, `contract_admin` (Project Settings › Team). A Person: name, phone and email, from the user's profile when the team entry has none. `*(picker)` lets users pick anyone on the team.	From project team
Head contract	`client` (a Party: name, ABN, ACN, address), `superintendent` and `principal_representative` (entered on the head contract's **Details** tab)	From head contract
Programme, Preconstruction	`key_start` and `key_finish` (the subcontract's key dates, §5.4.3), `subcontractor_start` and `subcontractor_finish` (this subcontractor's first and last task), `tasks_assigned_to`	From programme / preconstruction
CDE register	`latest_pdf(Program)` (§5.4.2), `project_documents` (documents chosen from Project Documents, §7.2), `drawings_register`	From project documents
Computed	`amount_in_words(subcontract_sum)`	Calculated

5.4.1 ACN or ABN: company numbers

Contracts usually print a party's company number after its name. A company has an ACN. A sole trader, partnership or trust has only an ABN. Use the `company_number` source so each party prints the right one:

- **ACN …** when the party has an ACN recorded, or when its name ends in Pty Ltd, Limited, Ltd or NL (and it isn't a trust or trustee) and its ABN contains a valid ACN.
- **ABN …** otherwise, for example "ABN 47 123 456 789".
- Nothing, when neither number is in Deep Space. The contract prints the blank line, and the Contract details tab says *"Not in Deep Space yet – Complete the subcontractor's Directory profile."*

The label is part of the value, so write just the token in the master, `${subcontractor_number}`, not `ABN ${subcontractor_number}`. Bind a field to **Company Settings** → `company_number` for your own company, or **Directory (subcontractor)** → `subcontractor.company_number`. A **Party** field can also print it directly with the sub-token `${<party>.company_number}`, for example `${principal.company_number}`, worked out from the party's own details.

In the sample contract type, version 2 replaced the two *ABN* fields shown in §5.4 with *Contractor ACN / ABN* and *Subcontractor ACN / ABN*, and changed the master's Items 1 and 2 to `${contractor_number}` and `${subcontractor_number}`.

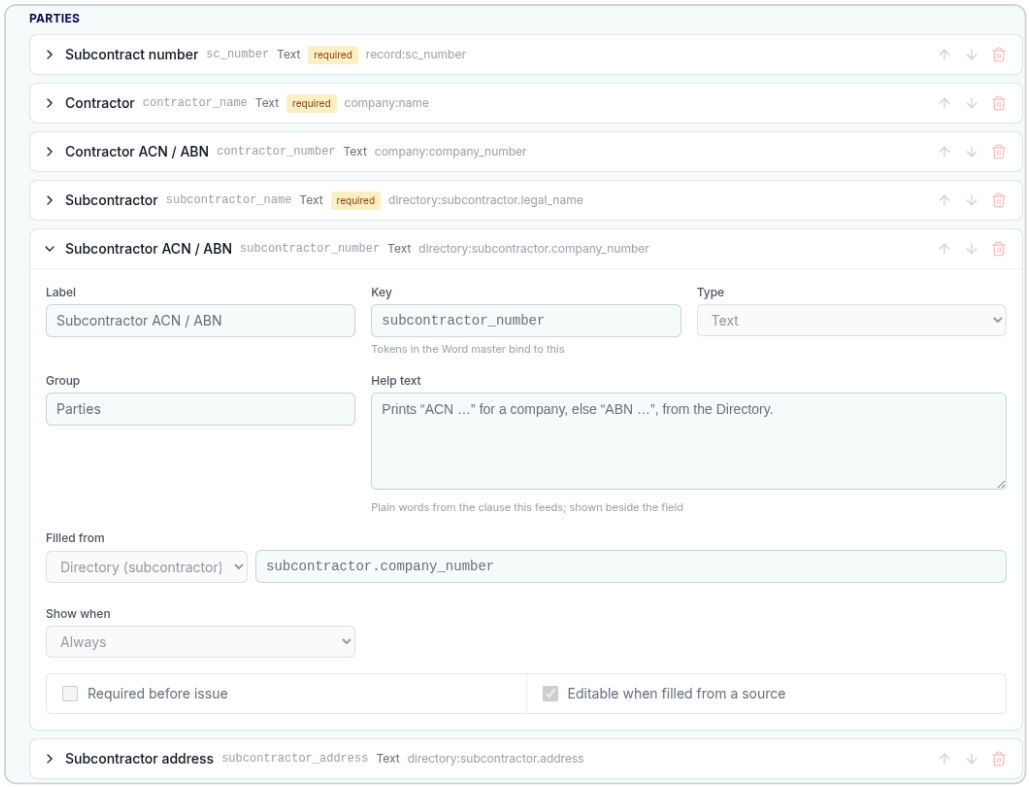


Figure 20. *Subcontractor ACN / ABN*, filled from Directory (subcontractor) → `subcontractor.company_number`. *Contractor ACN / ABN* above it uses Company Settings → `company_number`.

5.4.2 Attaching a project document, such as the construction program

Some contracts must include a document the builder already keeps in Project Documents, such as the construction program. A **Document list** field with the source `latest_pdf(<folder>)` takes the **latest PDF** in that folder of the subcontract's project. It prints the file name where its token is, and puts the PDF into the contract: **at its place in the contract** when the master has a `DS_INSERT_<field>` bookmark (step 5), otherwise **straight after the contract**.

1. **Create the folder once per project.** Go to **Documentation** → **Project Documents**, click **+ Add Folder**, and name it, for example *Program*. It can sit anywhere in the folder tree. The folder name is matched loosely: "Program" also finds "11. Programme" or "0501 PROGRAMS".
2. **Upload the program PDF** into that folder. When you upload a newer program, the newest PDF is used.
3. **Add the field** in the Contract Template's Fields tab:
   - Type *Document list*;
   - Filled from *CDE register*, reference `latest_pdf(Program)`, using your folder's name.
4. **Put its token in the master**, for example `Item 13 Construction program: ${program}`, map it in the Token map, then validate and publish.
5. **Optional: place it inside the contract.** When the program is a schedule or annexure of its own (for example "Schedule 3 – Contract Program"), add a bookmark named `DS_INSERT_<field key>` (here `DS_INSERT_program`) inside a paragraph on that schedule's page, for example on "The Contract Program is the construction program attached immediately after this page: ${program}." The program's pages then follow that page, and the rest of the contract carries on after them. Validation checks the bookmark names a Document list field.

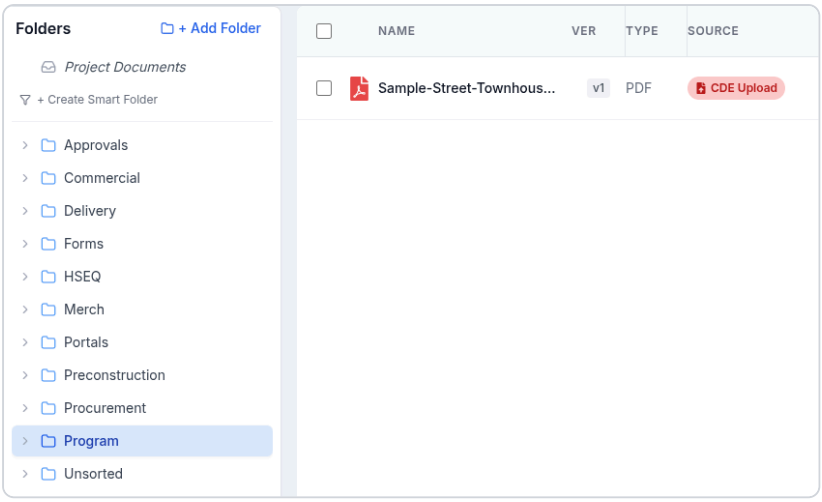


Figure 21. Project Documents: a *Program* folder with the program PDF.

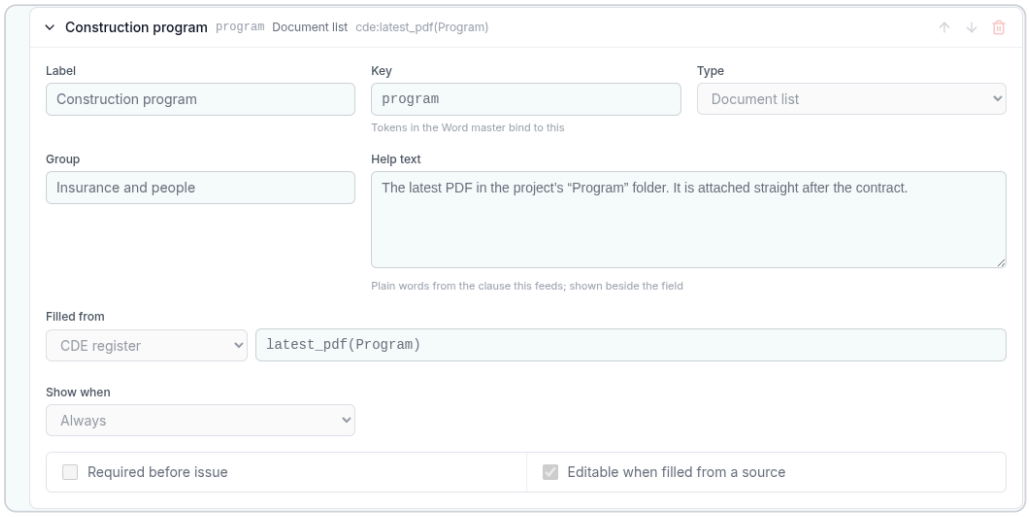


Figure 22. The *Construction program* field: Document list, filled from CDE register → `latest_pdf(Program)`.

On the subcontract, the field shows **From project documents**. If the folder has no PDF yet, it says *"Add the PDF to the 'Program' folder in Project Documents."* The PDF is added to the Overview *Download as PDF* pack, the Agreement tab's *Preview Agreement Pack* and *Send to Subcontractor*. When the PDF is placed inside the contract, Contract details *Preview*, *Download PDF* and *File to Documents* include it too, and signature places after it move with the pages. Nothing is attached if the field's part is left out, or if the contract is an uploaded Word file. If the PDF can't be downloaded, the pack stops rather than going out without it.

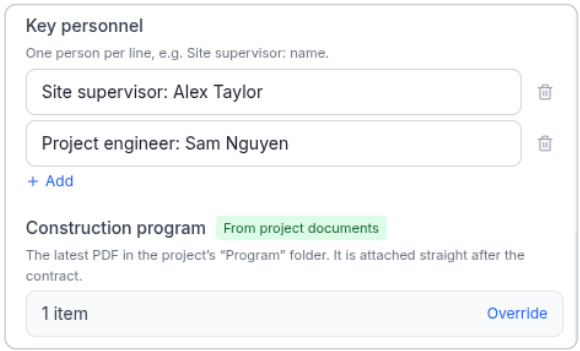


Figure 23. On Contract details, the field shows *From project documents* and "1 item".

5.4.3 Key dates from the programme

A subcontract's Start and Practical Completion dates can come from the project's programme. When the subcontract is created, **Key dates from** on the create form chooses how (§7.1):

Key dates from	Start	Practical Completion
Programme commencement and PC dates (the default)	The programme's date for commencement (below)	The programme's PC date: a task named "Practical Completion", or else the programme's last finish
Subcontractor's first task, programme PC date	The first task assigned to this subcontractor	
Enter manually	The dates typed on the subcontract	

To follow the choice in the contract, fill the date fields from `programme:key_start` and `programme:key_finish`, with the subcontract's own date as the fallback: `programme:key_start | record:start_date` and `programme:key_finish | record:practical_completion_date`. On the Contract details tab the dates show *From programme* and keep up with the live programme until the contract is issued. With *Enter manually* they show the subcontract's dates.

The date for commencement is when work starts on site, not the programme's first task (which is often the award date or the tender period). Deep Space looks for it in this order and uses the first it finds:

1. A task named for it: *Commencement*, *Site possession*, *Possession of site* or *Start on site*. If there are several, the earliest.
2. The first task under a programme group (WBS) named *Stage 1*, at any level.
3. The first task in the construction phase: a group whose name contains *Construction*, but not *Pre-construction* or *Post-construction*.
4. Otherwise, the programme's first task.

How the programme is laid out	Date for commencement
1 Tender stage (award 13 Aug), 2 Pre-construction, 3 Procurement, 5 Construction period › 5.1 Stage 1 (first task 12 Oct)	12 Oct: the first task of Stage 1
Pre-con, Procurement, Construction (first task, site set-up, 6 Jul), Post-con	6 Jul: the first construction task
A task called *Site possession* on 7 Oct, anywhere in the programme	7 Oct: the named task

> Name the programme's PC milestone **Practical Completion** so that exact date is used. Without one, the programme's last finish is used. To pin the start the same way, add a milestone named **Commencement**, or keep the first stage of the works in a group named **Stage 1**.

5.4.4 The subcontractor's address and contact, before induction

Subcontractors are often inducted after they are awarded the contract, so their own profile may still be empty when the contract is drawn up. Your team can record the details the contract needs in the **Company Directory**, at any time:

1. Go to **Directory → Company Directory** and find the subcontractor.
2. Click **Edit subcontractor data** (the pencil in the row's actions).
3. Under **Primary Contact**, enter the contact's name, email, phone or mobile, and the company's **Address**.
4. Click **Save Changes**.

The Primary Contact belongs to your workspace: it never changes the company's listing in the global directory, and it doesn't need the company to be inducted. Every contract for that subcontractor then prints it:

- `subcontractor.address` prints the address you entered, ahead of the company's Directory record and its own profile.
- `subcontractor.primary_contact` (the Subcontractor's Representative) prints the contact's name, email and phone. A blank email or phone falls back to the company's Directory listing, then its profile.
- The legal name and ABN already come from the Directory listing.
- The licence number is not part of the Primary Contact. It comes from a current licence compliance item, or the subcontractor's profile once they complete it. On one contract you can type it on Contract details.

The contract always reads the current values, so correcting the address in the Directory corrects every contract that hasn't been issued yet. On Contract details these fields show **From Directory**.

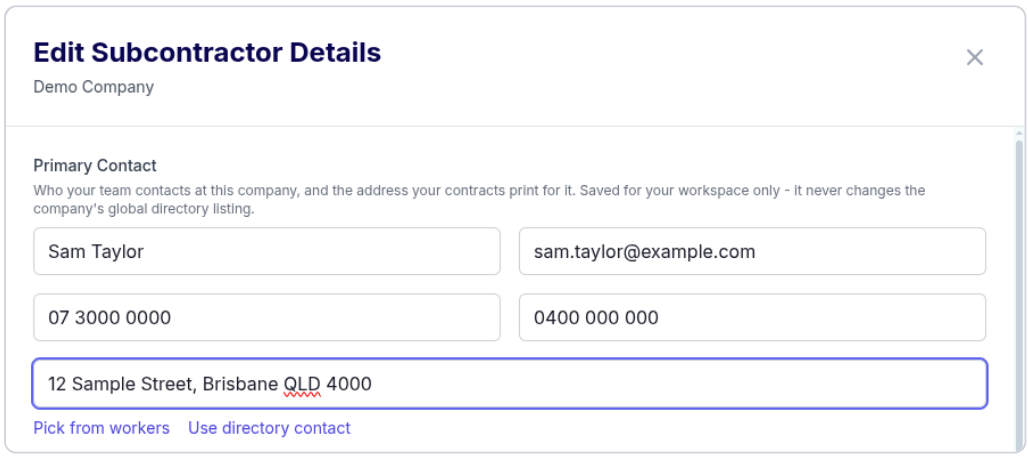


Figure 24. *Edit subcontractor data* in the Company Directory: the Primary Contact, with the new *Address* field. "Saved for your workspace only."

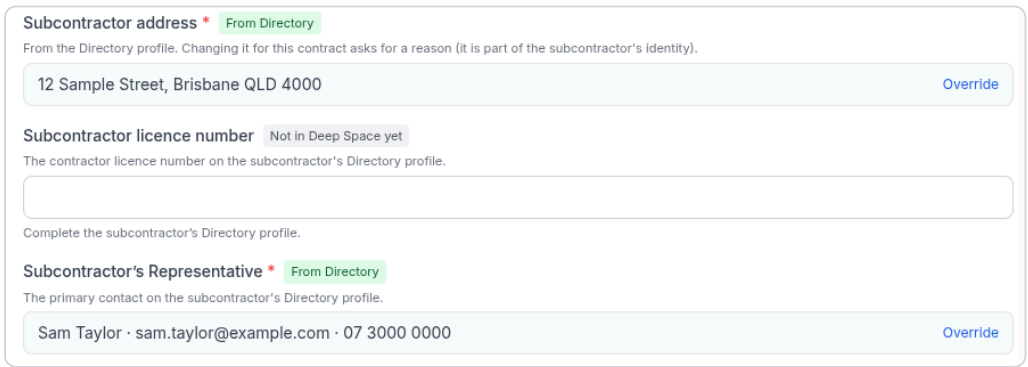


Figure 25. On Contract details, *Subcontractor address* and *Subcontractor's Representative* show *From Directory* with the Primary Contact's values.

5.5 Token map

The token map says what each token in the master prints. There are three choices:

- a field of this Contract Template (`field:<key>`);

- a value Deep Space already has (`system:<variable>`);
- the amendments list.

Click **Scan the Word master** to list every token and tagged content control in the master. A new master shows every token as **Not mapped** . **Assign to a new field** creates a text field with the same key and maps the token to it in one step. Change the field's type and source afterwards in the Fields tab.

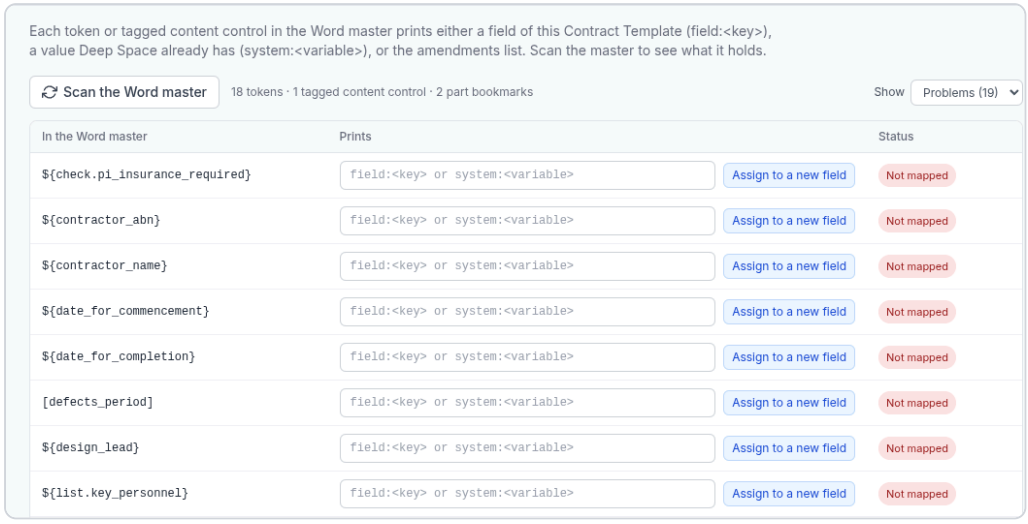


Figure 26. A freshly scanned master (first rows): 18 tokens, 1 tagged content control (shown as `[defects_period]`) and 2 part bookmarks, none mapped yet.

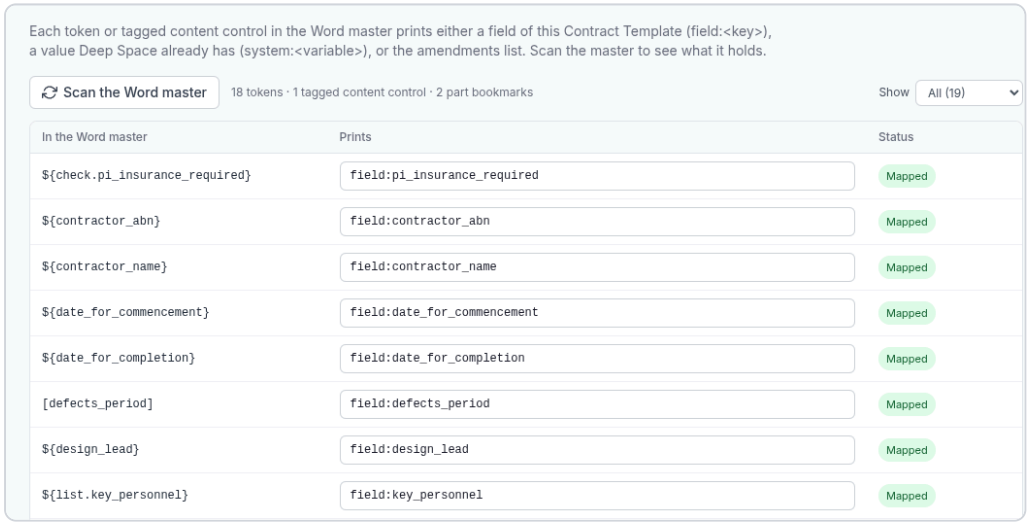


Figure 27. The finished token map (first rows): every row is **Mapped** . `${check.pi_insurance_required}` and `${list.key_personnel}` map to their fields.

5.6 Amendments

Amendments are the clause changes negotiated for one contract: deletions, amendments and additions. The master's clauses are never edited. People enter amendments on each subcontract, and they print as a numbered list where the master asks for them.

- Tick **Contracts of this type can carry amendments**.
- **Marker in the Word master:** `DS_AMENDMENTS` , or leave it blank when an amendments token prints the list.
- **Numbering:** 1. 2. 3., (a) (b) (c), (i) (ii) (iii) or none. **When there are none** prints "Nil." by default.
- **Prints into part:** the optional part that holds the list, if any.

- **Kinds, and where each prints:** leave these blank for one list. Give each kind its own token to print deletions, amendments and additions in separate sections, as AS 4901 Annexure Part B does.

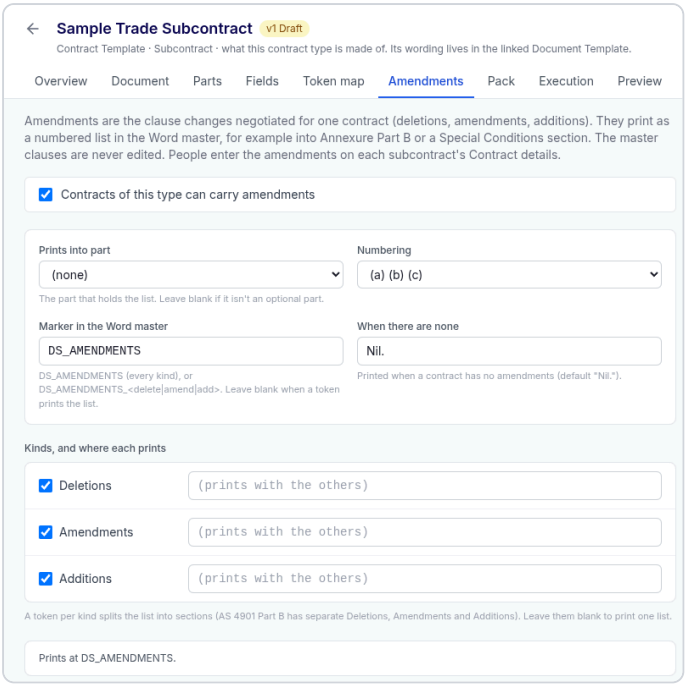


Figure 28. Amendments print at `DS_AMENDMENTS` as (a), (b), (c), or “Nil.” when there are none.

5.7 Pack

The pack is the set of documents that goes for execution, in order. It always starts with the contract rendered from the Word master. Add items with **+ Add document**:

- **Standing attachment** (for example your terms and conditions): attached to every contract of this type, so nobody adds it by hand. Enter its Deep Space document id.
- **Mandatory project documents**, and **Optional attachments** chosen per contract.

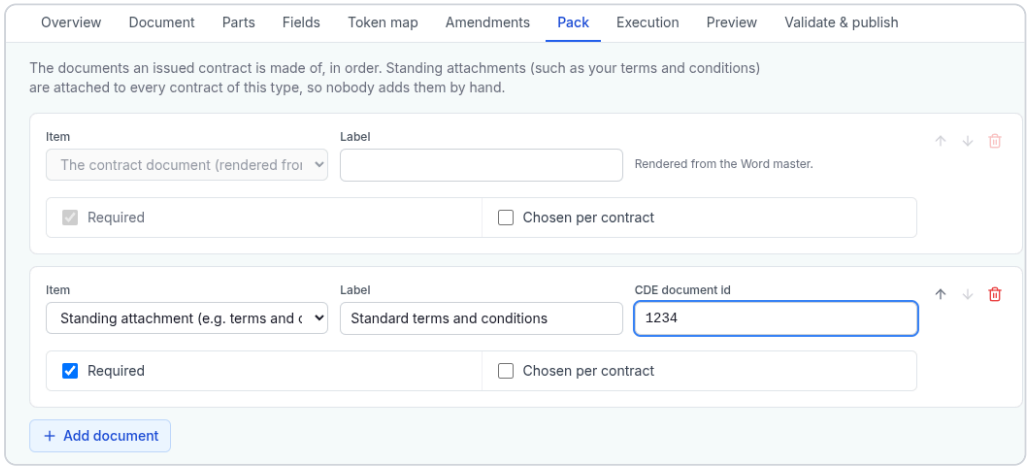


Figure 29. The Pack tab, adding a standing attachment after the contract document.

5.8 Execution

Set who signs, in what order, and where each signature goes:

- **Signing order:** Subcontractor, Us (the contractor), and optionally the Principal. Having the subcontractor sign first lets departures be negotiated before you sign.
- **Our signatory:** a project role, e.g. `project_role:project_manager`.

- **Signature bookmarks:** the `DS_SIGN_…` bookmarks in the master.
- **The contract has its own execution clauses:** tick this when the master has its own signing page, so Deep Space doesn't add its generic one. Each party then signs in your block, at its `DS_SIGN_…` bookmark, with their name and the date on your block's *Name* and *Date* lines (§3.2). Deep Space takes one signatory per party: a second officer's column stays blank.

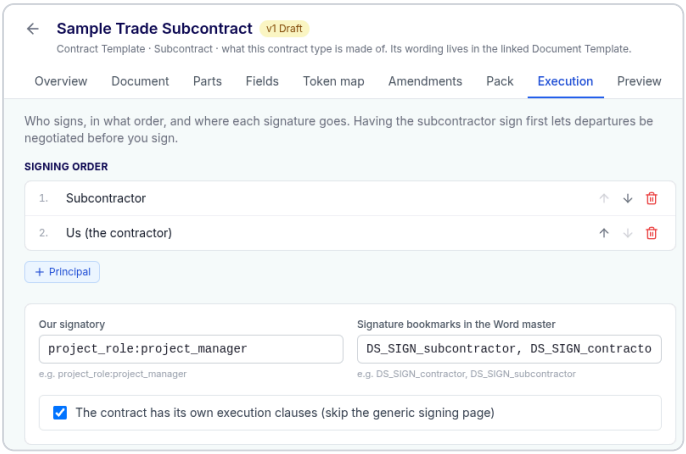


Figure 30. The Execution tab.

5.9 Preview

Preview renders the contract type from its Word master with sample values, using the editor as it stands (unsaved changes included). Tick parts in or out and click **Render preview** to see the document change. Each value prints as its field label in brackets, for example *[Subcontract number]*. **Download the filled Word file** gives you the same render as .docx.

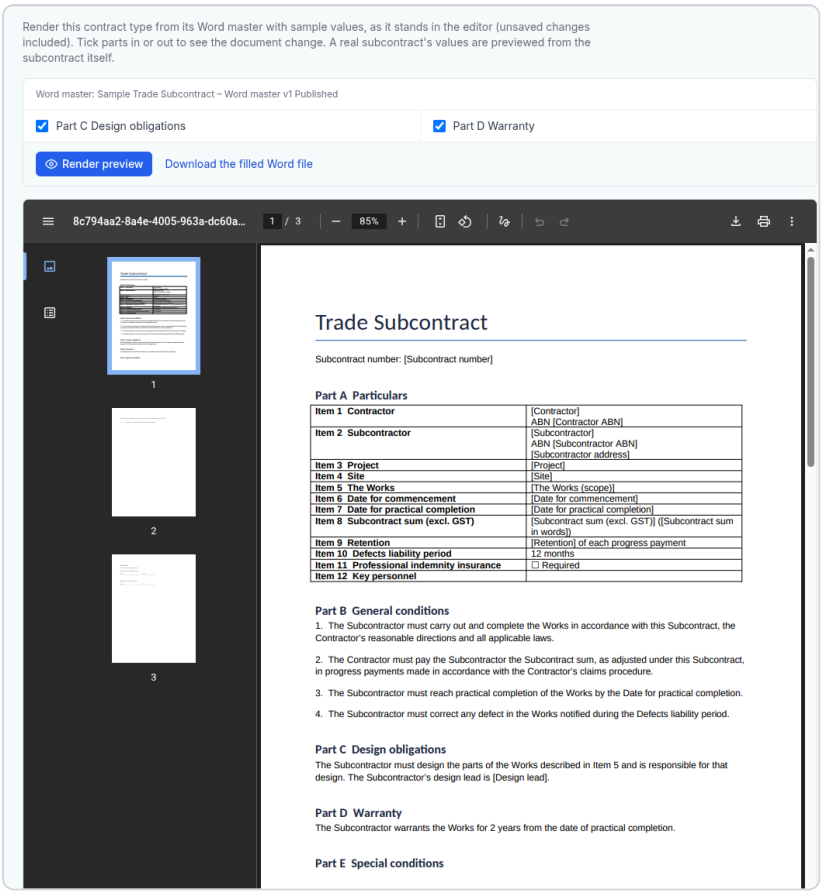


Figure 31. Preview with both parts ticked. Values show as *[Field label]*. Item 10 (a content control) prints the field's default, 12 months, and Item 11 prints ☐.

5.10 Validate & publish

Click **Validate**. Validation checks the template against itself and against its Word master:

- every token is mapped and every field is used;
- every optional part has its bookmark;
- every signature bookmark is in the master, and every tagged content control maps to a field.

When it shows **Ready to publish**, click **Publish**. Only a clean template can be published, and only a published one can be chosen as a contract type.

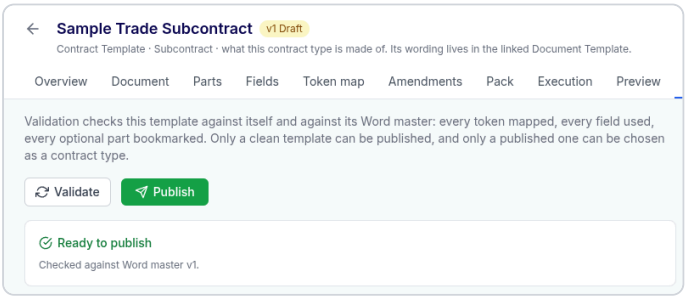


Figure 32. Ready to publish, checked against Word master v1.

6. Versions, archiving, export and import

6.1 Versions

Contract Templates are versioned, like Document Templates.

- A Draft can be edited.
- A Published version can't be changed, because subcontracts use it. To change it, open it and click New version. This creates the next Draft (v2) with the same settings. Edit it, then validate and publish it.
- Publishing v2 archives v1.
- New subcontracts use the latest Published version.
- A subcontract keeps the version it was created with. You can see it as *Template version* on its Contract details tab. A later version doesn't change its fields and parts; a Draft subcontract can be moved to the newer version from its Contract details tab (§7.7).
- The Word master is versioned separately (§4.3). Contracts always print from its newest Published version.

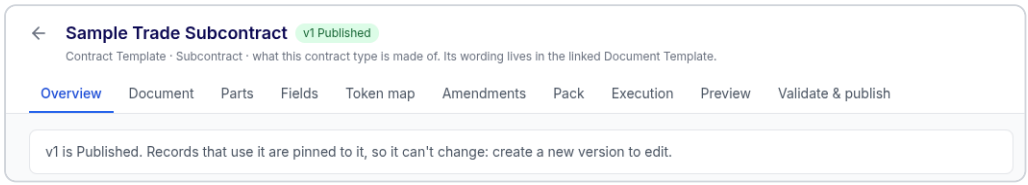


Figure 33. A published version is read-only: "Records that use it are pinned to it, so it can't change".

To retire a contract type, choose **Archive** from its ⋮ menu. It is no longer offered as a Contract type. Tick *Show archived* on the list to see it again. **Duplicate** starts a new contract type from a copy.

6.2 Export and import (.dsct)

Export (.dsct), on the ⋮ menu or at the top of the editor, downloads a package with three files:

- the Contract Template's definition (`manifest.json`);
- its Word master (`document_template.docx`);
- a list of what it relies on (`requirements.json`): project roles, sources and head-contract fields.

Use it to copy a contract type into another workspace, or to keep a backup.

Import on the list page reads a .dsct package. It creates a new Draft Contract Template and a new Draft Word Document Template, and never changes anything that's already there. If a name is taken, the import is renamed "(Imported)". The report shows:

- what the contract type relies on in this workspace;
- the validation result against the imported master.

Publish the imported master, then publish the Contract Template.

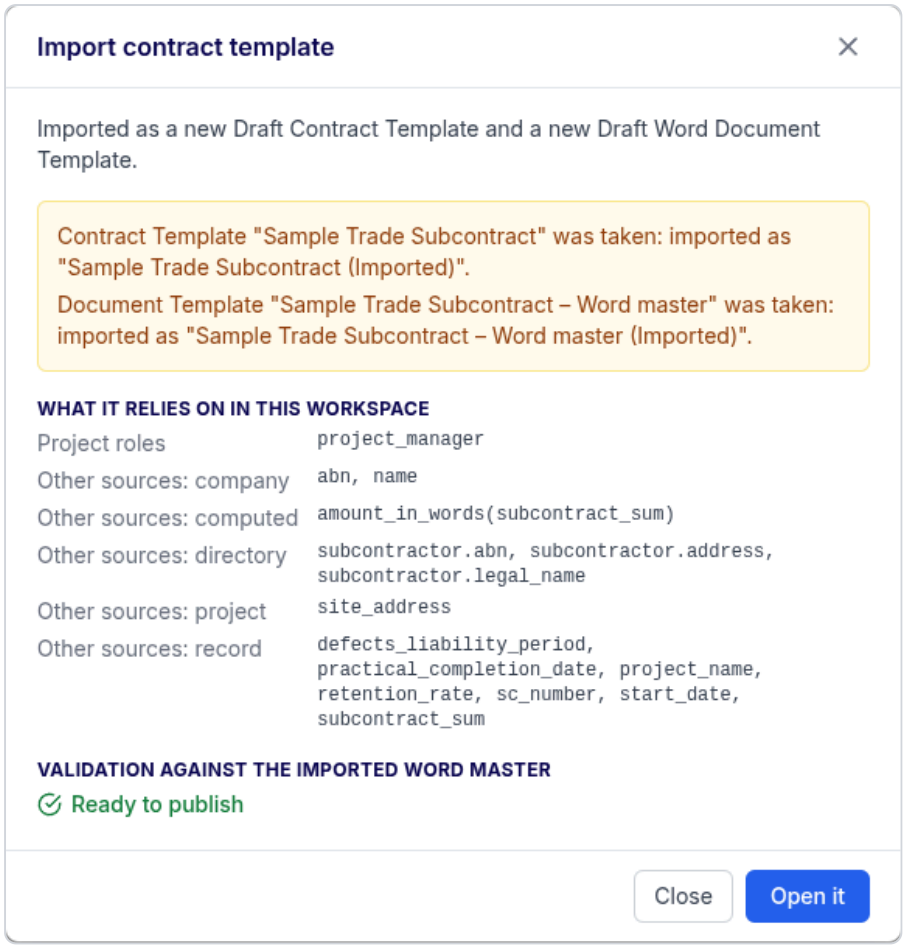


Figure 34. The import report for the sample package.

Update an existing contract type (new version)

To bring in an updated package for a contract type you already have, for example a revised package from Deep Space or from another of your workspaces:

1. On the Contract Templates list, click **Import** and choose **Update an existing contract type (new version)**. Or open the contract type and click **Import new version** at the top of the editor.
2. Choose the **Contract type to update** and the package file.
3. Tick **Publish when valid** to publish the new version (and its Word master) straight away when it validates cleanly. Leave it unticked to review the Draft first.
4. Click **Import as new version**.

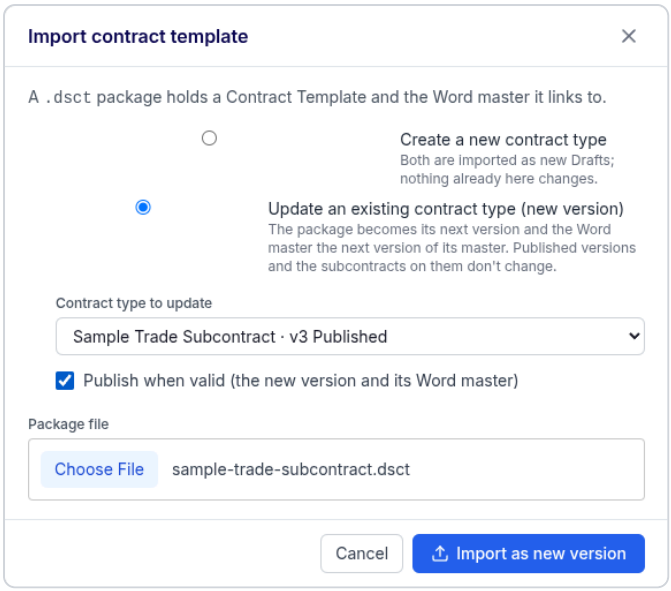


Figure 35. Updating *Sample Trade Subcontract* from a package, publishing when valid.

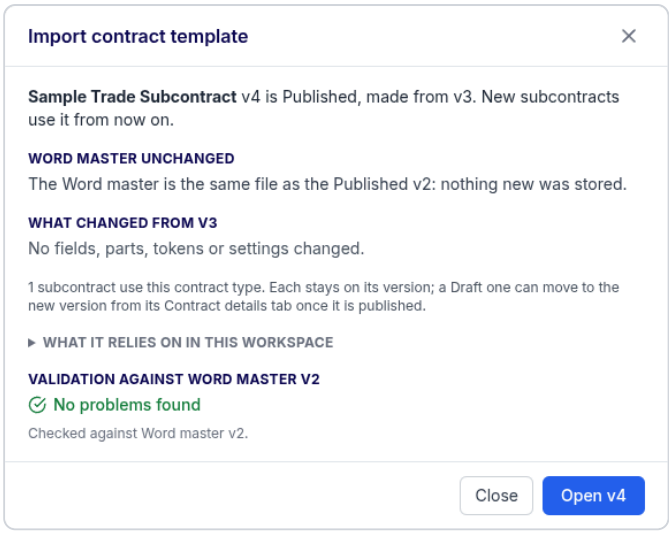


Figure 36. The report: v4 is Published, made from v3, and the Word master was unchanged.

The package becomes the contract type's next version; its name stays the same. The report shows:

- **What changed** from the previous version: fields, parts and tokens added, changed or removed.
- **The Word master:** *unchanged* when the package's Word file is the same as the Published master (nothing new is stored), otherwise a new version of the same master.
- **Subcontracts:** how many use the contract type. Each stays on its version; a Draft one can move to the new version from its Contract details tab (§7.7).
- **Validation** against the Word master, and what the package relies on in this workspace.

The update is refused while the contract type or its master already has a Draft: publish or delete that first.

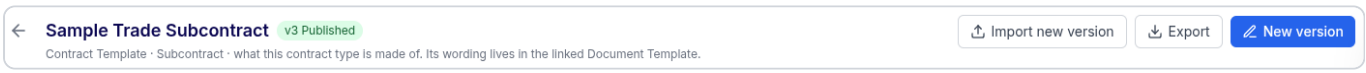


Figure 37. The editor header: *Import new version*, *Export* and *New version*.

A package holds your contract wording, so share it only within your organisation and your licence terms.

6.3 What the Contract type selector offers

Below the list of Contract Templates, the Contract Templates page shows the rest of what the **Contract type** selector in Create Subcontract offers, read-only and in the same order. The page and the selector use the same rules, so they always match.

Selector group	What's in it	How it prints, and where you manage it
Contract templates	Published Contract Templates (the list at the top of the page)	From the Word master and the subcontract's *Contract details*. Managed on this page.
Company approved documents (the *Document Template profiles* section)	Published *Subcontract Agreement* Document Templates that are *Assigned* or *Nominated* (Add to picker). HTML or Word.	As the Document Template is, **without** Contract details. Managed in Document Templates (*Open in Document Templates*).

Standard profiles	Built in: AS 4000 / AS 4903 Base, NZS 3910, NZS 3916, QBCC SC-1 and Custom Profile	Always offered last. They can't be changed.

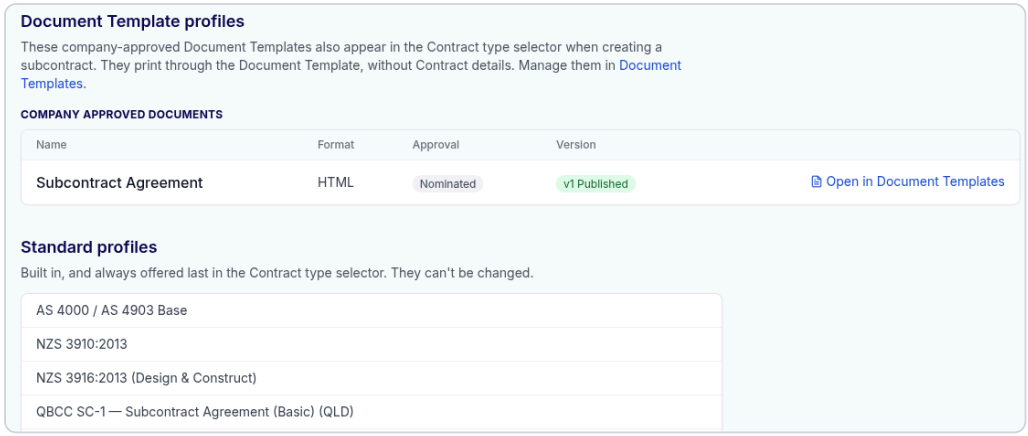


Figure 38. Under the Contract Templates list: *Document Template profiles* ("Company approved documents"), here the standard HTML Subcontract Agreement, nominated, and *Standard profiles*. The Document Template profiles section only appears when a template is Assigned or Nominated.

Why an HTML template can be a company approved document but not a master. A company approved document prints exactly as it is, so HTML or Word both work. A Contract Template's master must be Word, because the contract engine works on the Word file:

- it removes optional parts at their bookmarks;
- it fills content controls and repeating blocks;
- it keeps the signature places;
- it gives you a filled Word file to download.

An HTML template has none of these. To turn an HTML agreement into a contract type with Contract details, use *Convert to Word* in Document Templates first (§11). A Word master used by a Contract Template is never listed as a company approved document (§1.2).

6.4 Templates that subcontracts use

A subcontract records **one** agreement source: the contract type chosen when it was created, a company approved document (a Document Template picked in the Contract type selector), or a standard profile. Every screen of that subcontract reads the same record, so the Overview download, the Agreement tab, the Send wizard and the Documents tab always name the same document.

- **A company approved document follows its template.** When you publish a new version of that Document Template, every subcontract linked to it prints the new version from then on (issued contracts are unaffected). The pickers badge it *Linked to this subcontract*, rather than the workspace's *Assigned*, which describes the workspace default and not this record.
- **Archiving is refused while subcontracts use a template.** Admin → Document Templates will not archive or delete the *last Published* version of a template that live subcontracts print from; the message says how many. Publish a new version instead, or re-point those subcontracts first (*Edit subcontract → Contract type*). The same applies to making such a template a contract type's Word master: re-point the subcontracts, or link a copy.
- **A link that can no longer print** (the template was archived before this rule existed, with no Published version left) is shown as such on the subcontract, and the workspace default prints until you re-point it.

- **One name, two registers.** If a contract type has exactly the same name as a company approved document, Create Subcontract lists both. The Contract Template editor hints at this under *Name*; a distinct name avoids the confusion. Nothing is ever matched by name.

7. Using a contract type on a subcontract

7.1 Create the subcontract

In the **Subcontract Register**, click `New Subcontract`. **Contract type** is the first field. It has up to three groups (§6.3):

- *Contract templates*: the workspace's Published Contract Templates.
- *Company approved documents*: approved Subcontract Agreement Document Templates, printed as they are. This group appears only when there are some.
- *Standard profiles*: AS 4000 / AS 4903, NZS 3910, and others.

When the workspace has Published Contract Templates, nothing is chosen for you. The field reads *Select a contract type…*, and Save Draft asks for it until you pick one. A workspace without Contract Templates starts on its assigned company approved document, as before.

Choose your contract type, then fill in the subcontract as usual. If the subcontractor isn't inducted yet, Deep Space warns that the company doesn't meet the workspace's compliance rules; you can continue, and the contract still prints the details your team entered in the Company Directory (§5.4.4).

The fields to fill:

- name, subcontractor and trade;
- the sum, the dates and the site contact;
- the country and state;
- retention and the rest of the commercial settings.

Deep Space fills the contract from these values, so enter them here. Three settings matter most for the contract:

- **Key dates from** chooses where the Start and Practical Completion dates come from (§5.4.3): *Programme commencement and PC dates*, *Subcontractor's first task, programme PC date*, or *Enter manually*. A date filled from the programme says so under it ("From the programme's commencement. You can change it." and "From the programme's PC date. You can change it."). Typing over a programme date switches the choice to *Enter manually*, so the contract prints the date you typed. The subcontractor counts once it is chosen, so pick it before the dates.
- **Award Date** is optional. Leave it blank when the contract itself is the award: reports then date the commitment from when the contract is issued. The contract is dated when the last party signs (§10).
- The **Commercial Particulars** (liquidated damages, statutory declaration, insurances) and the **Security Settings** carry through to the contract's particulars.

Then click `Save Draft & open Contract details` to go straight to the contract, or `Save Draft` to stay on the register.

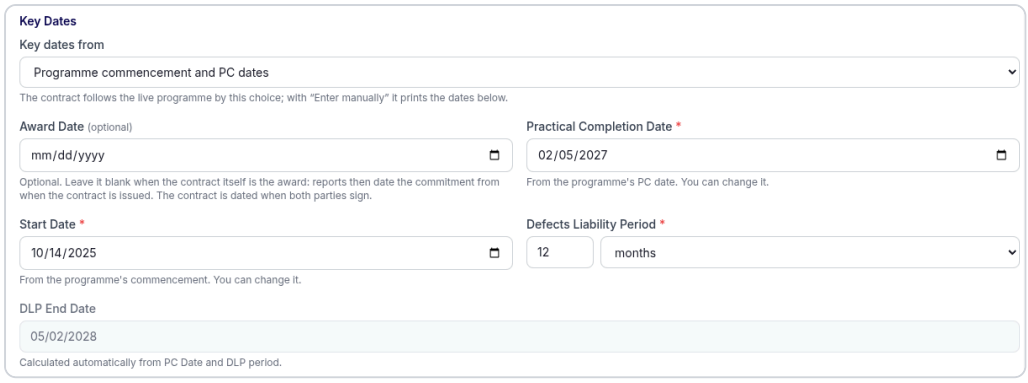


Figure 39. Key dates on the create form. With the default, *Programme commencement and PC dates*, both dates come from the programme and say so.

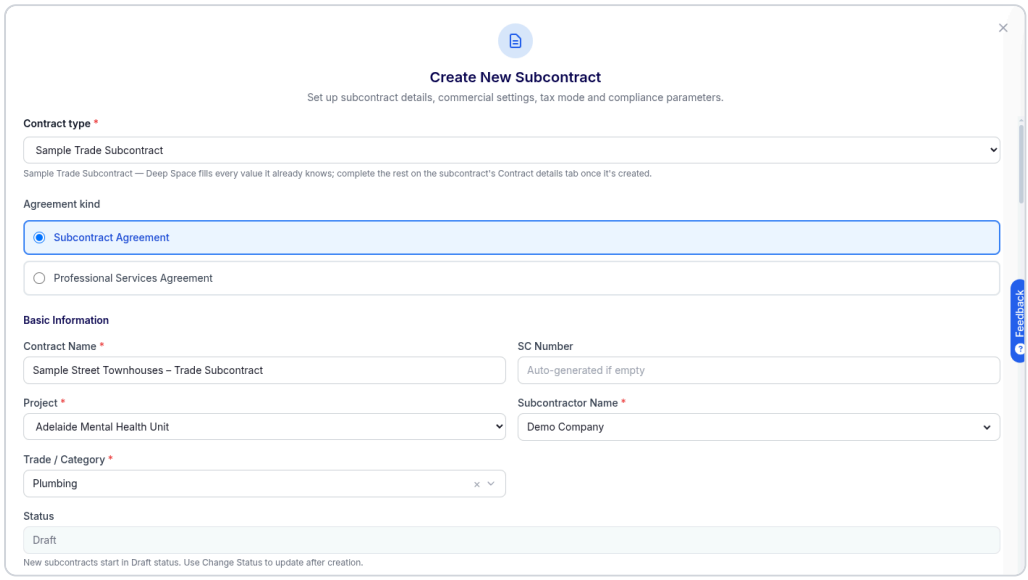


Figure 40. Create New Subcontract. "Deep Space fills every value it already knows; complete the rest on the subcontract's Contract details tab once it's created."

7.2 The Contract details tab

Open the subcontract and click **Contract details** . **Full screen** fills the whole window with the form and a live preview side by side; press `Esc` to leave it. When you click into a field, the preview moves to the page that prints it. From the top:

- **The status line** lists the required fields that are still empty ("Issue is blocked until these are filled: … You can still preview and download."), or says *Every required field is filled.*
- **Contract type**, the subcontract number and sum, and the **Template version** it uses.
- **Parts:** the checklist. Tick the parts this contract includes. Fields tied to a part appear when you tick it, and a yes/no answer that a part decides shows **Set by Parts** (§5.3.1).
- **The fields**, in their groups. Each field has a badge saying where its value comes from: **From this subcontract** **From Company Settings** **From Directory** **From Project Settings** .
- **Amendments** at the bottom.

Values are stored on this subcontract. Click **Save** when you're done.

Documents from Project Documents. A Document list field (for example the documents the Contractor provides) has **Choose from Project Documents** : pick files from the project's folders, or type the title of a document that isn't filed yet. Chosen documents print by name, and chosen PDFs are attached to the contract. Once you've chosen or typed some, the field shows **Entered here** .

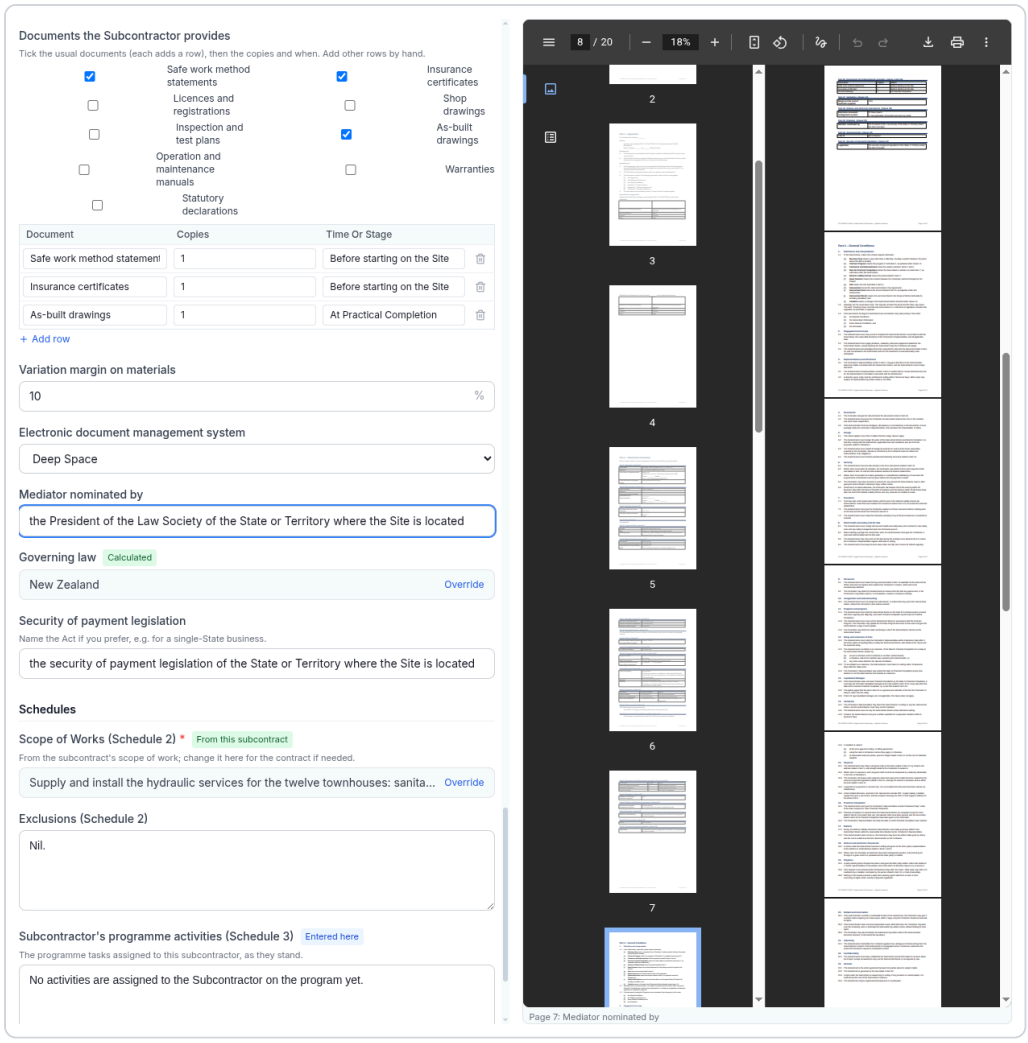


Figure 41. The worked example's Contract details in full screen. The preview shows the page of the field being edited.

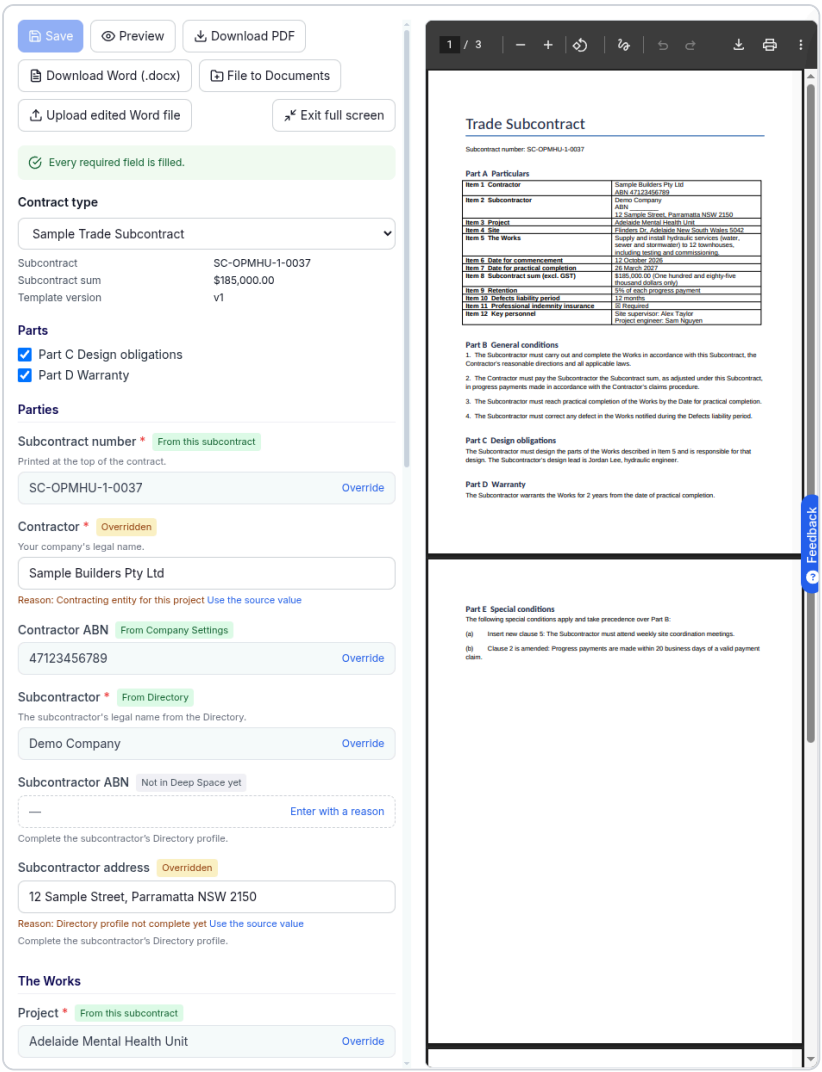


Figure 42. Contract details on the sample subcontract, with the preview on the right. Both parts are ticked, and two values are overridden with a reason.

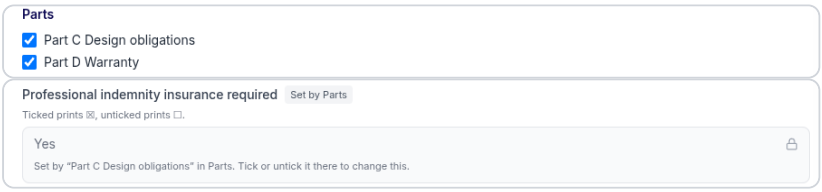


Figure 43. On version 5 of the sample, *Part C Design obligations* is ticked, so *Professional indemnity insurance required* shows Yes, greyed out and marked *Set by Parts*. Untick Part C and it shows No.

7.3 Values that aren't in Deep Space yet

When a sourced field has no value, it shows **Not in Deep Space yet** and says where to fix it, for example *"Complete the subcontractor's Directory profile."* Fixing it at the source is best, because every contract then picks it up. To fill it on this contract only, type it in the field, or, for a party's name, ABN / ACN or address, click **Enter with a reason**.

For the subcontractor's address and representative, the source is the Primary Contact in the Company Directory (§5.4.4). Fill it there, before or after induction, and every contract for that subcontractor picks it up.

7.4 Overriding a value

To print something other than the source value on this contract, click **Override** next to it:

1. Type the value. A reason is optional, for example an invoicing email address or a different site description.
2. Click **Use this value**. The field shows **Overridden**, with the reason if you gave one.

Click *Use the source value* to undo an override.

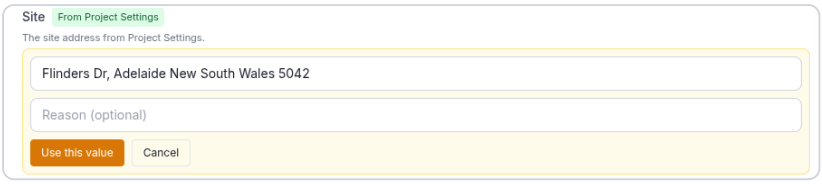


Figure 44. Overriding *Site*: the reason box says *Reason (optional)*.

Party details are protected. A party's **name, ABN / ACN and address** (the Contractor, Subcontractor and Principal) always come from their source, and a typed value only stands as an override **with a reason**: the box says *Reason (required)*. Contacts, emails, licences and representatives are not party details, so they don't need one. Values are never copied from another subcontract.

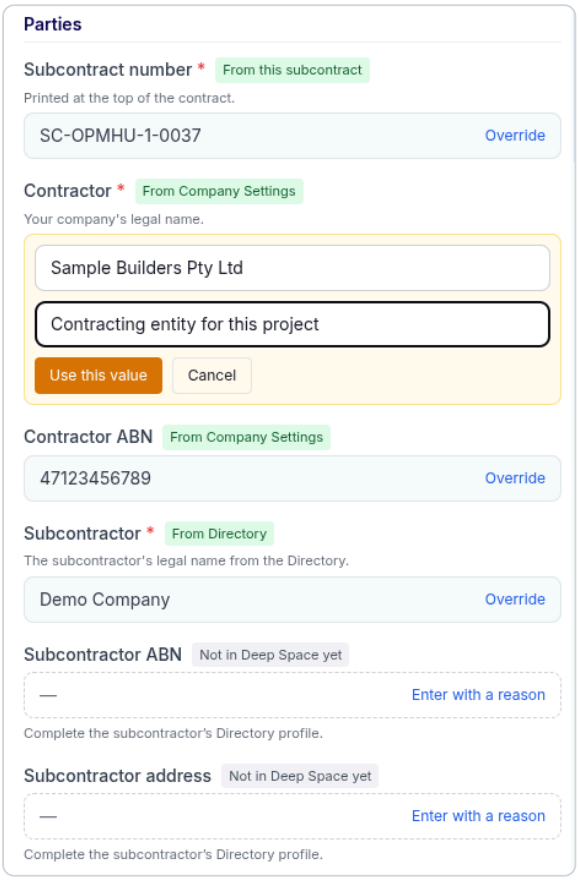


Figure 45. Overriding *Contractor*, a party's name, so it needs a reason. Below it, *Subcontractor ABN* and *address* are "Not in Deep Space yet".

7.5 Amendments

When the contract type prints amendments into a part (for example *Special Conditions*), tick that part first: the amendments open once it is ticked, and a contract without it has no special conditions. Then click **Add amendment** and fill in the amendment:

- **Kind:** Delete, Amend or Add.
- **Clause** number.
- **Text:** for Add, just the new clause (Deep Space adds "Insert new clause 5:").

They print where the master asks, numbered by the Contract Template, for example:

- “(a) Insert new clause 5: The Subcontractor must attend weekly site coordination meetings.”
- “(b) Clause 2 is amended: …”

An amendment with no text isn’t saved.

7.6 Changing the contract type

The values belong to the contract type. Choosing a different Contract type on this tab asks you to confirm: *“Change the contract type to …? This clears the parts, values, overrides and amendments…”*

- **Cancel** keeps everything.
- **Change type** starts a fresh set of details from the new type. The old values are kept in the record’s history, but they aren’t brought back, even if you switch back later.

7.7 Moving a subcontract to a newer version

When a newer version of the contract type is published, a **Draft** subcontract on an older version shows a banner on its Contract details tab: *“A newer version (v4) of Sample Trade Subcontract is available.”*

1. Save any changes first, then click **Update to v4**.
2. Deep Space shows what the move keeps and what it doesn’t, before anything is saved: how many values, part choices, overrides and amendments carry over; anything the new version no longer accepts, with the reason; and fields that are new in this version. Anything not carried over stays in the subcontract’s history.
3. Click **Update to v4** to confirm. The subcontract now uses v4 (*Template version*).



Figure 46. The banner on a Draft subcontract that is on v3.

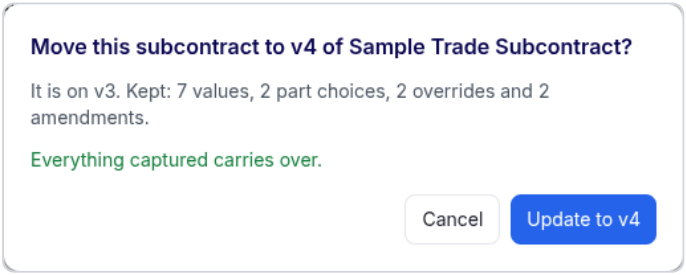


Figure 47. The summary: everything captured carries over.

Only a Draft moves. Once a subcontract is submitted for approval or approved, its details are what was reviewed, so it stays on its version and the banner just says a newer version exists. Once it is issued, the contract is fixed and no banner shows. If an uploaded Word file is the contract, return to the generated document first (§9): the uploaded file doesn’t follow the contract type.

7.8 What a subcontract on a contract type shows

Once a subcontract is on a contract type, the contract *is* its agreement, and no Document Template applies to it. Every screen says so, in the same words:

Screen	What you see
Overview → **Download as PDF**	A plain button that prints the contract from the Contract details tab. There is no template chooser on a contract type record.
Agreement tab	*Contract · <contract type> · generated from the Contract details tab*, in every status, instead of a Document Template field. Preview, signing and sending all use the contract.
Documents tab → *Subcontract Agreement*	A *Contract type* card naming the contract type and its version (or the uploaded Word file, §9), with **Open Contract details**. There is no *Generate Document* here: the contract is produced on the Contract details tab, and the files it produces are listed below the card.
Send to Subcontractor	Step 1 shows the contract; the pack is built from it.
Edit subcontract	The Contract type is read-only. Change it on the Contract details tab (§7.6), which asks before it resets anything.

A subcontract on a contract type can't also be linked to a company approved document, and Deep Space refuses an edit that tries to do both. Likewise, choosing a standard profile or a company approved document on a subcontract removes any earlier link, so a record never holds two agreements.

8. Preview, download and file the contract

- **Preview** renders the contract from the saved details, in the preview pane. Required fields that are still empty don't stop a preview.
- **Download PDF** saves the contract as a PDF, as it would be sent for execution.
- **Download Word (.docx)** saves the filled Word file, for editing. Its bookmarks and content controls stay in place.
- **File to Documents** saves the PDF and the Word file to the subcontract's **Documents** tab (Project Documents > Commercial > Subcontract Agreements).

Attach the latest programme

When the contract attaches the construction program from Project Documents (§5.4.2), **Download PDF**, **Download Word** and **Submit for Internal Approval** first ask *"Attach the latest programme?"*, naming the PDF the contract attaches today:

- **Regenerate and download** (or *… and submit*) makes a new PDF of the live programme, saves it into the project's Program folder (created if it isn't there), and attaches it. Approvers and the subcontractor see the program as it stands today.
- **Use this one** keeps the PDF already there.
- **Cancel** does neither.

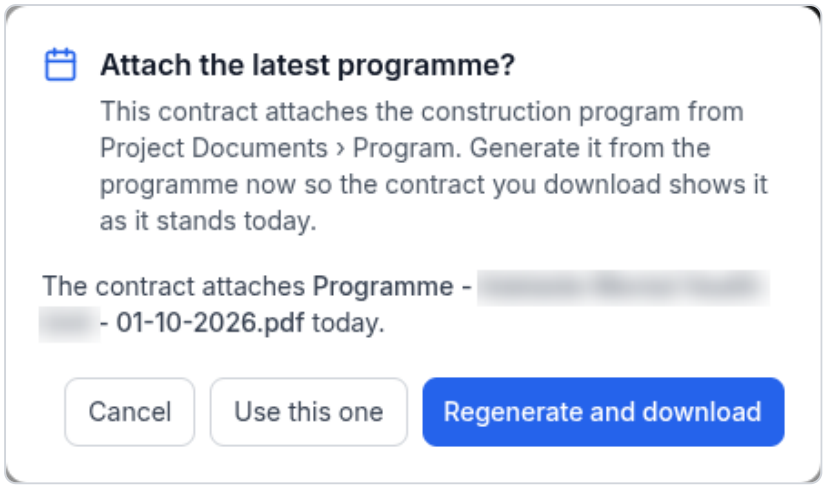


Figure 48. The programme prompt on *Download PDF*.

The regenerated programme prints as the Gantt on the **Program** page shows it by default:

- Every level is in **date order**, earliest start first: the programme's groups, the groups inside them, and the tasks in each group. A group starts when its earliest task starts.
- Groups with no tasks under them are left out, for example the empty groups an earlier import of the programme left behind.
- Tasks hidden from the programme are left out.

A program PDF made before October 2026 may list the groups in the order they were imported, latest first. Choose **Regenerate and download** to replace it. If a group still prints earlier than you expect, look for an early task filed under it (for example an approval dated months before the group's real work) and move that task on the Program page.

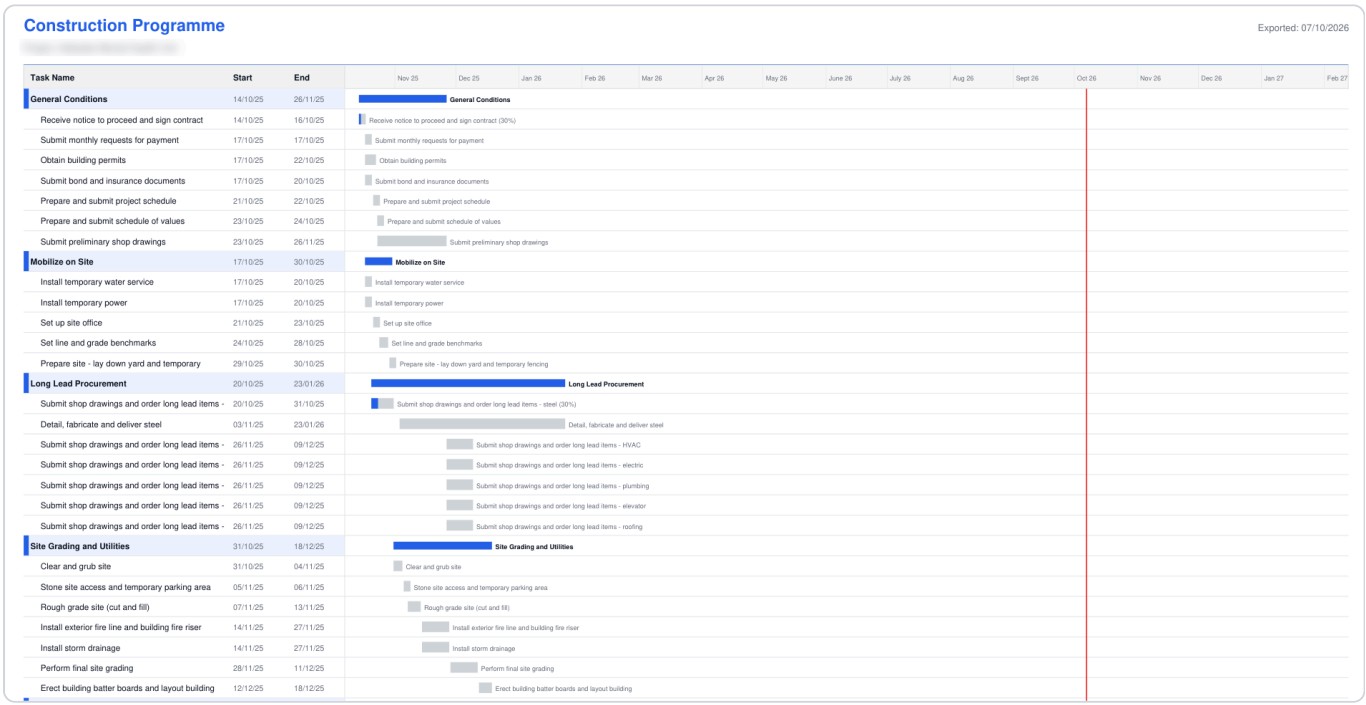


Figure 49. Page 1 of a regenerated programme PDF: each group, and the tasks inside it, in date order, as on the Gantt (project name blurred).



Trade Subcontract

Subcontract number: SC-OPMHU-1-0037

Part A Particulars

Item 1 Contractor	Sample Builders Pty Ltd ABN 47 123 456 789
Item 2 Subcontractor	Demo Company _____ 12 Sample Street, Parramatta NSW 2150
Item 3 Project	Adelaide Mental Health Unit
Item 4 Site	Flinders Dr, Adelaide New South Wales 5042
Item 5 The Works	Supply and install hydraulic services (water, sewer and stormwater) to 12 townhouses, including testing and commissioning.
Item 6 Date for commencement	12 October 2026
Item 7 Date for practical completion	26 March 2027
Item 8 Subcontract sum (excl. GST)	$185,000.00 (One hundred and eighty-five thousand dollars only)
Item 9 Retention	5% of each progress payment
Item 10 Defects liability period	12 months
Item 11 Professional indemnity insurance	☒ Required
Item 12 Key personnel	Site supervisor: Alex Taylor Project engineer: Sam Nguyen
Item 13 Construction program	Sample-Street-Townhouses-Construction-Program-RevA.pdf (attached after this contract)

Part B General conditions

1. The Subcontractor must carry out and complete the Works in accordance with this Subcontract, the Contractor's reasonable directions and all applicable laws.

2. The Contractor must pay the Subcontractor the Subcontract sum, as adjusted under this Subcontract, in progress payments made in accordance with the Contractor's claims procedure.

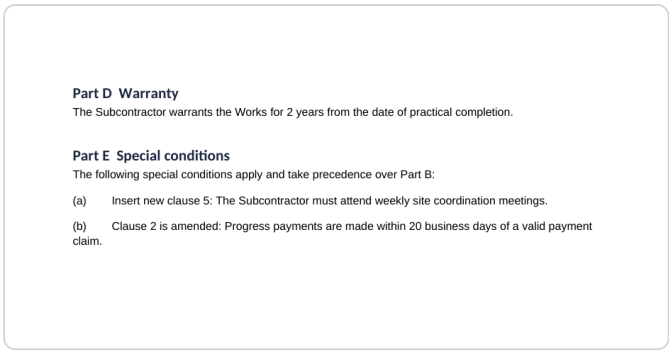
3. The Subcontractor must reach practical completion of the Works by the Date for practical completion.

4. The Subcontractor must correct any defect in the Works notified during the Defects liability period.

Part C Design obligations

The Subcontractor must design the parts of the Works described in Item 5 and is responsible for that design. The Subcontractor's design lead is Jordan Lee, hydraulic engineer.

Figure 50. Page 1 of the downloaded PDF. The particulars are filled from the subcontract, Company Settings, the Directory and the Contract details. Item 1 prints "ABN 47 123 456 789" (§5.4.1). Item 11 prints ☒, Item 12 prints one line per person, Item 13 names the program PDF attached after the contract, and Part C is included. The subcontractor's number isn't in Deep Space yet, so it prints the blank line.



Part D Warranty

The Subcontractor warrants the Works for 2 years from the date of practical completion.

Part E Special conditions

The following special conditions apply and take precedence over Part B:

(a) Insert new clause 5: The Subcontractor must attend weekly site coordination meetings.

(b) Clause 2 is amended: Progress payments are made within 20 business days of a valid payment claim.

Figure 51. Page 2: the two amendments print at the `DS_AMENDMENTS` bookmark as (a) and (b).

The sample master has no `DS_INSERT_program` bookmark, so the pack adds the program PDF straight after the contract (with the bookmark it would follow the page that names it instead, §5.4.2):

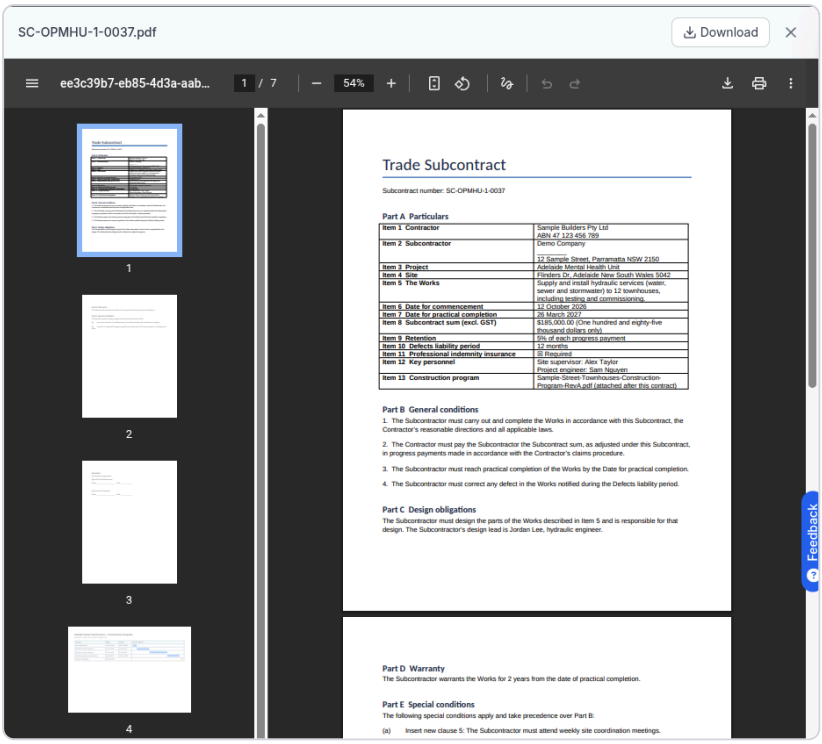


Figure 52. Overview → *Download as PDF*: the contract (pages 1–3), then the program PDF from the Program folder (page 4, landscape).

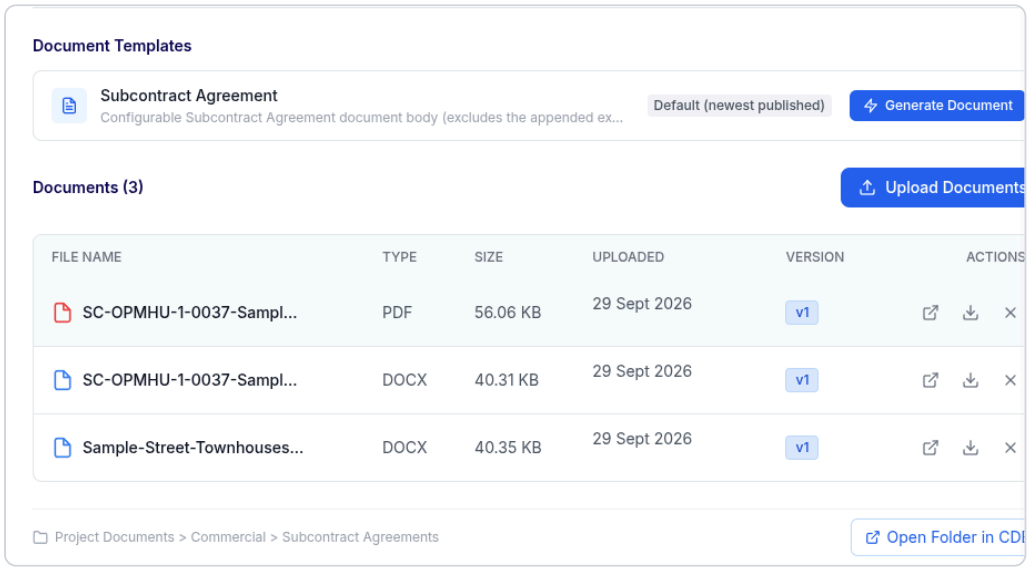


Figure 53. The Documents tab after **File to Documents**, and after uploading an edited Word file (§9). Each file is versioned.

9. Using an edited Word file (execute only)

Sometimes the contract is negotiated in Word, for example with the subcontractor's lawyers. Then:

1. Download the filled Word file and edit it in Word.
2. On Contract details, click **Upload edited Word file** and choose the edited .docx.
3. The uploaded file is now the contract: *"The uploaded Word file … is the contract. The details below are read-only while it is."* The parts and fields are locked. Preview and Download PDF show your edited file, converted to PDF, and it is saved to Documents.
4. Signature places come from the `DS_SIGN_…` bookmarks if they are still in the file. Keep them when you edit.

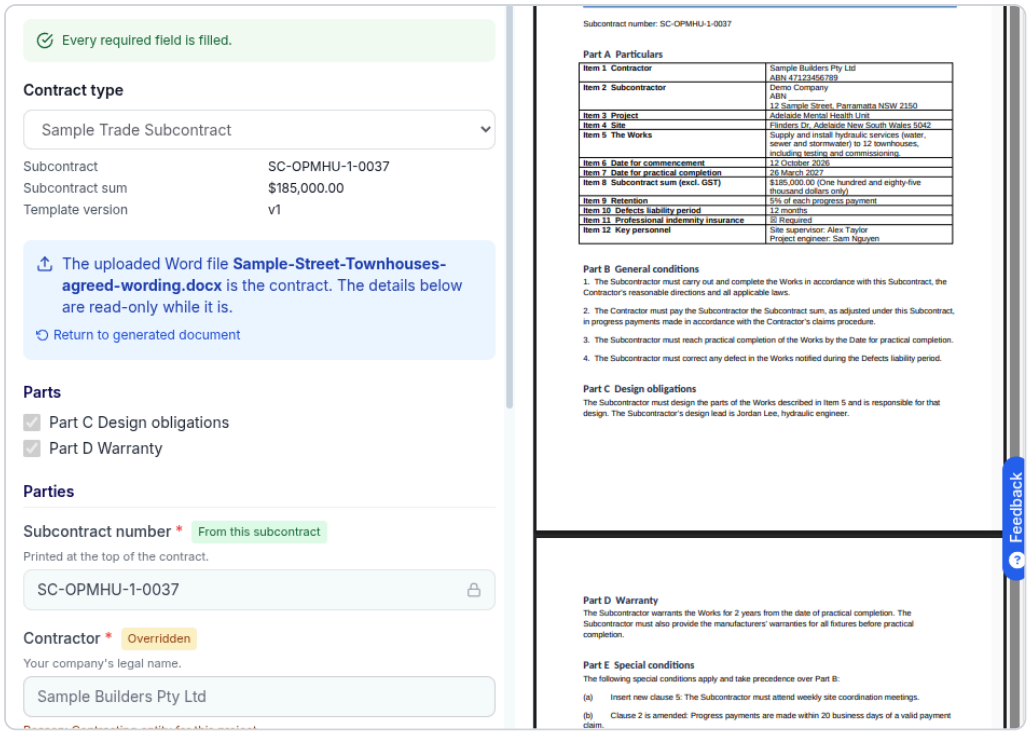


Figure 54. Uploaded mode. The preview shows the edited Part D wording from the uploaded file.

To go back, click **Return to generated document** and confirm. The uploaded file stops being the contract but stays in Documents. The parts, values, overrides and amendments you entered are kept, and the contract is generated from the details again. You can edit them as usual.

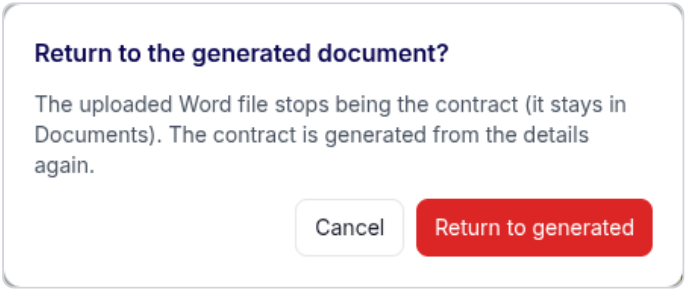


Figure 55. The confirmation when you return to the generated document.

10. Sending for execution, and locking

When the subcontract is **Approved**, its **Agreement** tab offers **Preview Agreement Pack** and **Send to Subcontractor**. The wizard has three steps:

1. **PDF Preview:** the Subcontract Agreement Pack that will be sent. It says which page the signature field is on, and *“Contract: <type> (from the Contract details tab)”*.
2. **Email Template:** the covering email, or the default signing notification email.
3. **Recipients:** the first recipient is the primary signer. Add the signer’s email and name, then click **Send for Execution**.

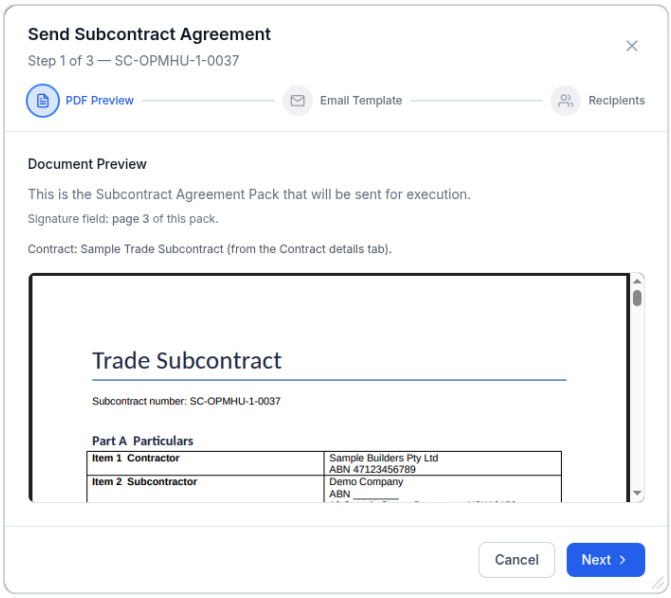


Figure 56. Step 1: the pack, rendered from the Contract details.

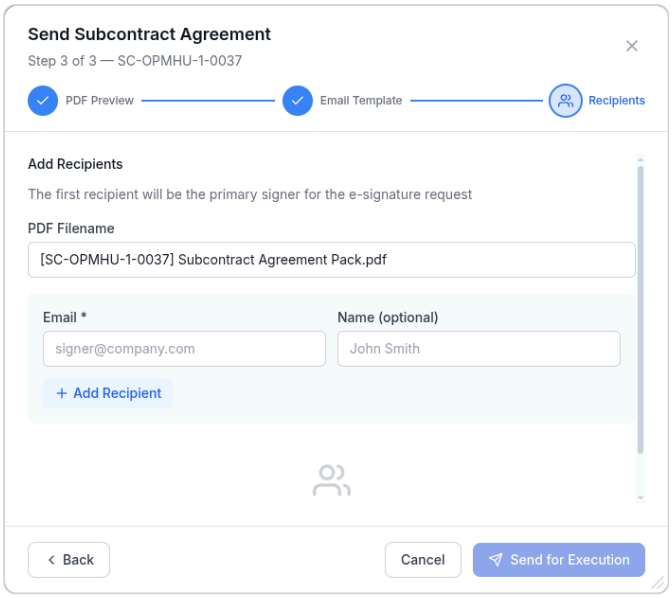


Figure 57. Step 3: recipients. Nothing is sent until you click Send for Execution.

When the contract is sent:

- The subcontract becomes **Sent for Execution**.
- The issued PDF is saved to Documents.
- The contract details are **locked**. The tab says *“The contract has been issued, so its details are locked. Changes after issue are amendments on the execution track.”*
- The parts, values and amendments can no longer be edited. Deep Space refuses the change even if someone tries.
- The issued contract keeps the Contract Template version it was made with.

> On the Agreement tab of a subcontract with a contract type, the pack is built from the Contract details. The Document Template choice on that tab doesn’t change the contract.

When each party signs:

- The signing page shows, beside the signature box, the signer’s name as they type it and the date that will be stamped (dd/mm/yyyy).
- The signature goes in the party’s place in the execution block, and the name and date print on its *Name* and *Date* lines (§3.2).
- When the last party signs, the Subcontract Date is stamped as well: a field with the source `computed:execution_completed_date`, printed as the blank beside a *Date* label from page 1 up to the execution page. It gets the same date as the last signature, and the subcontract records it as its execution date.

11. FAQ and troubleshooting

Question or message	Answer
A field says **“Not in Deep Space yet”**	Its source is empty for this subcontract. Follow the hint under it: complete the Directory (for the subcontractor’s address and contact, the Primary Contact under *Edit subcontractor data*, §5.4.4), Company Settings, Project Settings or Team, or the head contract, and the value appears. To fill it on this contract only, type it in, or click *Enter with a reason* for a party’s name, ABN / ACN or address.
“Issue is blocked until these are filled”	These required fields are empty. You can still preview and download, but the contract can’t be sent for execution until they’re filled. Fill them and click Save. The line then reads *Every required field is filled.*
I changed the Contract type and my values disappeared	That’s by design. Values belong to a contract type, so changing type starts a fresh set (after you confirm). The old set is in the record’s history, but it isn’t brought back.
Why isn’t my master in the Documents, Overview or Send template pickers?	A Document Template used by a Contract Template is a master. It only prints through its Contract Template, so it’s kept out of the ordinary pickers and can’t become the default agreement for other subcontracts. You’ll find it in Admin → Document Templates with a “Used by” note.
My HTML template isn’t offered on the Document tab	Only Word (.docx) Document Templates can be masters. Convert the HTML template to Word first (*Convert to Word* in Document Templates), add tokens and bookmarks, then link it.
Scan the Word master finds nothing, or Validate says the Document Template has no Published version	Publish the master in Document Templates. Validation and contracts use its Published version.
Validate reports an unmapped token, or a part with no bookmark	Map the token in the Token map (or fix its spelling in Word). Add the `DS_PART_<key>` bookmark around the part in Word or with *Mark selection as optional part*, publish the master, then validate again.
A value prints as `_____`	The field is empty, or the token isn’t mapped. Fill the field, or check the Token map. You can change the blank line on the Overview tab under Printing.
A company prints “ABN …” instead of “ACN …”, or the number is blank	The `company_number` source prints an ACN only when one is recorded, or when the name ends in Pty Ltd, Limited, Ltd or NL and the ABN contains a valid ACN (§5.4.1). Check the legal name and ABN in the Directory profile (or Company Settings for your own company). Blank means neither number is in Deep Space. For one contract, use *Override* or *Enter with a reason*.
The program (or another project document) isn’t attached	The field says where to add it: *“Add the PDF to the ‘Program’ folder in Project Documents.”* Create the folder in this subcontract’s project and upload a PDF (only PDFs are picked up). The newest PDF is used. Nothing is attached when the field’s part is left out or the contract is an uploaded Word file.
The program prints after the whole contract, not at its schedule	The master has no place for it. Add a `DS_INSERT_<field key>` bookmark inside a paragraph on that schedule’s page (§5.4.2 step 5), publish the new master version, then move the subcontract to the new contract type version.

On a contract signed before November 2026, the signature sits on the *Name* line, or the names and dates are blank	Earlier contracts put the signature a little below the `DS_SIGN_…` bookmark and printed no name or date in the master's own execution block. Contracts sent since print them (§10). A contract already executed can't be changed. For one still out for signing, ask Deep Space support, or *Recall to Draft* and send it again.
Create Subcontract shows *Select a contract type…* and won't save	Expected when the workspace has Contract Templates: nothing is chosen for you. Pick the contract type (§7.1).
A yes/no field is greyed out and says **Set by Parts**	A part decides it (§5.3.1). Tick or untick that part in the checklist to change the answer.
When do I need a reason?	Only to change a party's name, ABN / ACN or address (§7.4). Any other value can be overridden with no reason.
An approved Document Template isn't in the Contract type selector	Only Published *Subcontract Agreement* templates that are Assigned or Nominated (Add to picker) are offered, under *Company approved documents*. Contract Template masters never are. Admin → Contract Templates lists exactly what the selector offers (§6.3).
The Documents tab shows a *Contract type* card, not a template, and no Generate Document	Expected on a subcontract that uses a contract type: the contract is its agreement, so no Document Template applies. Open the Contract details tab to preview, download or file it (§7.8).
"N subcontract(s) use this Document Template as their agreement" when archiving or deleting	Live subcontracts print from this template and it is the family's last Published version. Publish a new version instead (linked subcontracts follow it), or re-point those subcontracts first: *Edit subcontract → Contract type*. Issued contracts never count (§6.4).
Can a subcontract use a contract type *and* a company approved document?	No. A subcontract has one agreement source, and every screen reads it. Choosing a contract type removes a document link; choosing a document or a standard profile removes nothing a contract type still owns (change the type on the Contract details tab instead).
The site address on the contract is wrong or blank	Each contract reads the Project Settings of its own subcontract's project, on every screen (Contract details, Agreement tab, Send). Fix the site address in that project's Project Settings, then preview again.
A part I left out still prints	Its bookmark must cover whole paragraphs, tables or rows. Check the part's *When left out* setting (it may be set to print "Not applicable").
Can I change the wording of one contract?	Use Amendments for clause changes. For wider edits, download the Word file, edit it and upload it (§9). The uploaded file becomes the contract.
Can I edit the contract after sending it?	No. After issue the details are locked. Later changes are handled as amendments on the execution track, or as a new issue.
I published a new version of the contract type; will my existing subcontracts change?	No. Each subcontract keeps the version it was created with, and new subcontracts use the latest Published version. A Draft subcontract shows *"A newer version … is available"*: click *Update to vN* to move it (§7.7).
How do I change the wording of the contract?	Contract Template → Document → *New version of the Word master* → *Replace Word file* → check → *Publish* (§4.3). Every contract not yet issued prints the new wording.

Publishing the Word master is refused, or *Publish* is greyed out	The new file doesn't match a Published contract type that prints with it; the check lists each problem. Fix the Word file, or make a new version of the contract type that matches and use *Publish with Word master vN* on its Validate & publish tab (§4.3).
How do I re-import an updated package for a contract type I already have?	Import → *Update an existing contract type (new version)*, or *Import new version* in the editor (§6.2). It is refused while the type or its master has a Draft.
There's no *Update to vN* button	Only a Draft subcontract can move. Past Draft, it stays on the version that was reviewed. In uploaded mode, return to the generated document first (§7.7).
Is there a ready-made contract type to start from?	Yes: the worked example, *Sample Construction Subcontract*. Download the package and import it (§2.1), then make it yours. Its wording is a sample: have it reviewed before live use.
The contract's Start or Practical Completion date isn't the one on the subcontract	The date fields follow the subcontract's *Key dates from* choice and the live programme (§5.4.3). Change the choice in Edit Subcontract, choose *Enter manually* to use the subcontract's own dates, or override the date on Contract details.
The Date for Commencement is the award date, or another date before work starts on site	Contracts made before October 2026 took the programme's first task. The date now comes from a task named *Commencement* (or *Site possession*, *Start on site*), else the first task in a *Stage 1* group, else the first construction task (§5.4.3). If your programme has none of these, add a *Commencement* milestone, or override the date on Contract details.
The subcontractor's address or representative is blank because they aren't inducted yet	Enter them in the Company Directory: the subcontractor → *Edit subcontractor data* → Primary Contact (name, email, phone, Address) → Save Changes (§5.4.4). Every contract for that subcontractor prints them, before or after induction.
I entered the address in the Directory but the subcontractor's portal profile shows another one	The contract prints the Primary Contact your team entered. Change it there to change the contract. The subcontractor's profile is used only for details your Primary Contact leaves blank.
The attached programme runs backwards, or shows empty groups	It was made before the programme PDF followed the Gantt's order. Download the contract (or submit it for approval) and choose *Regenerate* at "Attach the latest programme?" (§8). The new PDF is in date order with empty groups left out.
The PC date is the programme's last task, not Practical Completion	The programme has no task named "Practical Completion". Name the PC milestone that, and the contract uses its date.
Download asks "Attach the latest programme?"	The contract attaches the construction program. Regenerate it from the live programme, or keep the PDF already in the Program folder (§8).
The claims email, working hours or Superintendent print blank	Fill them at the source: Company Settings › Claims Email; Project Settings › Working Days / Calendars › Working hours; the head contract's Details tab (Superintendent and Principal's Representative).
A table prints dates or amounts unformatted	Give the column a type in the field's Columns (Date, Currency, Number, Yes / No). Typed columns print like fields of that type.

12. Quick reference

Task	Where
Upload the Word master	Admin → Document Templates → Upload Word Template
Change the wording	Contract Template → Document → New version of the Word master → Replace Word file → Publish (§4.3)
Mark an optional part	Word workbench, or Contract Template → Document → Mark selection as optional part
Create a contract type	Admin → Contract Templates → New contract template
Map tokens	Contract Template → Token map → Scan the Word master
Check and publish	Contract Template → Validate & publish
Change a published type	Open it → New version → edit → Validate → Publish
Import an updated package	Import → Update an existing contract type (new version), or the editor's Import new version (§6.2)
See which agreement a subcontract uses	Documents tab → *Subcontract Agreement* card, or the Agreement tab (§7.8)
Retire a template subcontracts still use	Publish a new version (they follow it), or re-point them: Edit subcontract → Contract type (§6.4)
Move a subcontract to the new version	Contract details → Update to vN (Draft only, §7.7)
Copy to another workspace	⋮ → Export (.dsct), then Import in the other workspace
Print ACN or ABN	Field filled from `company_number` / `subcontractor.company_number`
Attach the program PDF	Project Documents → Program folder, and a Document list field from `latest_pdf(Program)`
Place the program inside the contract	`DS_INSERT_<field key>` bookmark on the schedule's page (§5.4.2)
Let a part decide a yes/no answer	Parts → Switches on when → The user ticks it, and it sets a yes/no field (§5.3.1)
See what Create Subcontract offers	Admin → Contract Templates, below the list
Use it	Subcontract Register → New Subcontract → Contract type
Fill parts, values and amendments	Subcontract → Contract details
Get the contract	Contract details → Preview / Download PDF / Download Word / File to Documents
Send for signing	Subcontract → Agreement → Send to Subcontractor (once Approved)

Place the signature, name and date	`DS_SIGN_<party>` in the blank above the *Signature* line, with *Name* and *Date* lines below it (§3.2)
Date the contract when the last party signs	A field from `computed:execution_completed_date`, printed beside a *Date* label (§10)
Start from the worked example	Download the `.dsct` (§2.1) → Admin → Contract Templates → Import
Key dates from the programme	Create Subcontract → Key dates from; fields from `programme:key_start` / `key_finish` (§5.4.3)
Set the date for commencement	Programme: a *Commencement* milestone, or a *Stage 1* group (§5.4.3)
Subcontractor address and contact before induction	Company Directory → the subcontractor → Edit subcontractor data → Primary Contact (§5.4.4)
Refresh the attached programme	Download PDF or Submit for Internal Approval → Regenerate (§8)
Claims email, working hours, Superintendent	Company Settings › Claims Email; Project Settings › Working hours; Head contract › Details

Related guides: *Document Templates* (creating, generating and sending documents), *Word Document Templates: Customer Guide* (tagging a Word file) and the *Document Template Variable Dictionary*.