



Use html source code to get accurate Terms & Conditions in your Contract templates

Date: 25/08/11 Audience: BCM

Cutting a pasting from Word saves unnecessary rich text formatting to the clip board. The language of rich text isn't always compatible with enQuire. There are a few steps to overcome this problem. Read on...

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 Using your word processor (e.g., MS Word), save the text to be inserted in your Terms & Conditions. Select to Save as type Single File Web Page. Close the document.

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Navigate to your local drive and right click on the file and **Open with** Internet Explorer. Your terms and conditions will be shown in a web browser.



Right click anywhere in the body of the web page and select **View Source**. Highlight all (Ctrl A) and copy everything to the clipboard (Ctrl C).

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Log into enQuire (<u>www.enQuire.net.au</u>). Navigate My Groups -> Project Contract tab. Edit your existing template or Add contract type.

Scroll to the Terms and Conditions section.
 Select Source Edit button on the top left of the tool bar.



6 Click the mouse cursor into the body of the Terms & Conditions. Paste (Ctrl V) the html into the section. Select the Source Edit button again. Make any changes to the template and **Save** at the bottom of the page.

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1.1 For the purpose of this Agreement the following definitions apply:					
"ABN" has the meaning given to it in the A New Tax System (Australian Business Number) Act 1999,					
"Activities" means the work tasks forming the work of the Project, as more fully described in the Schedule;					
"Agreement" means this Agreement between the Principal and the Delivery Organisation under which the Delivery Organisation agrees to					
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Complete the remainder of your template and Save.

7)

Create a dummy (draft) project and generate a contract to check the accuracy of your template.

enQuire helpdesk +61 (7) 3846 1555 or email admin@enquire.net.au