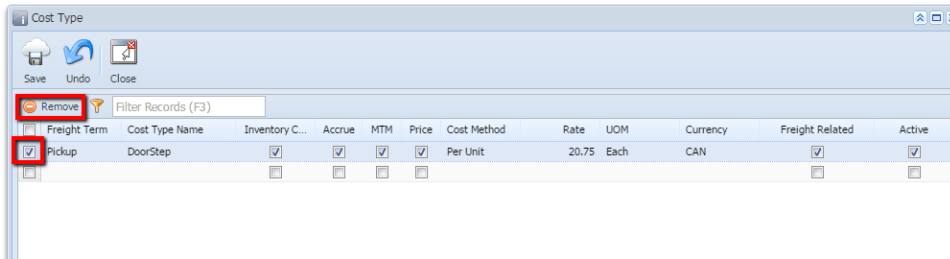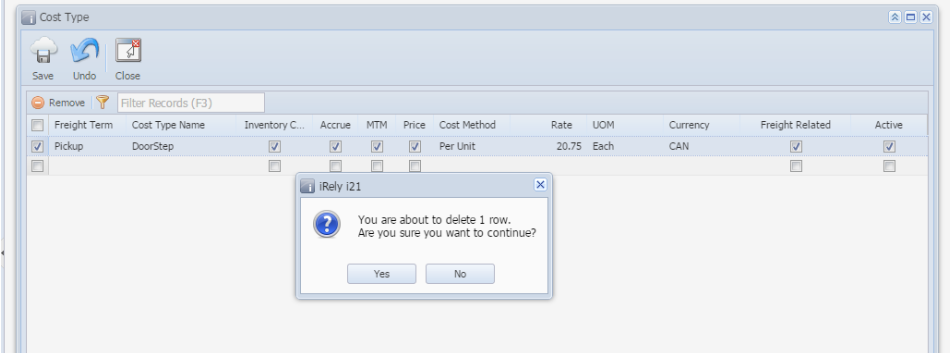# How To Remove Cost Type

Here are the steps on how to delete Cost Type:

1. From the **Contract Management > Maintenance** menu, select **Cost Type.**
2. Select Cost Type you want to delete. You can select multiple cost types.

3. Click on **Remove** button.
4. A warning message will prompt telling that you are about to delete the selected record. Click **Yes** to continue.

5. Selected Cost Type will be deleted.