

HOW TO SIGN, DOWNLOAD & PRINT YOUR DOCUMENTS

HOW TO SIGN A DOCUMENT – IF ONLY ONE DOCUMENT NEEDS SIGNING

Note: follow process on next page if *multiple* documents require signing

1. Click **Open The Document** in the email



Badawy Large & Powers Pty. Ltd. sent you "Test".

Dear Client,

Please click below to download Test documents.

Kind regards
Badawy Large & Powers Pty. Ltd.

OPEN THE DOCUMENT

FORWARD

To ensure the security of your data, please do not share this email.
[Learn more](#) about how we're keeping your documents and data safe.

2. Sign where the **Sign** flag indicates by:

- Using your pre-populated typed name (default); OR
- Uploading an image of signature; OR
- Drawing your signature via your mouse

Test Document **Required • Sign here**

Sign

Sign Here:

Signature

Date Here:

Select date

3. (if a date is required) Enter the date where Flag indicates by clicking **Select date** & selecting a date from the calendar.

4. Once all spaces & dates are signed click:

- **Accept and sign** at the bottom right; THEN
- **Finish** at the top
- Nothing further required. Refer to process on final page if you would like to download and/or print your documents.

Signature

Required • Sign here

Draw Type Upload

Choose font

Sunny Badawy

I understand that PandaDoc uses my name, email address and limited information will be used to complete the signature process and to enhance the user experience. To learn more about how PandaDoc uses information, please see our [Privacy Policy](#). By signing this document with an electronic signature, I agree that such signature will be as valid as handwritten signatures and considered originals to the extent allowed by applicable law.

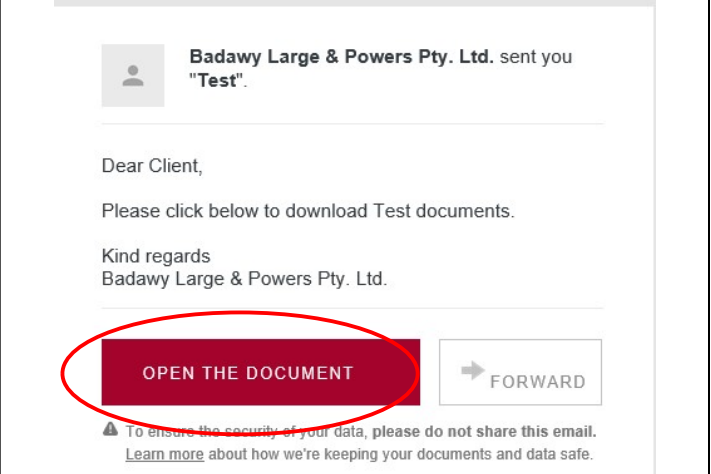
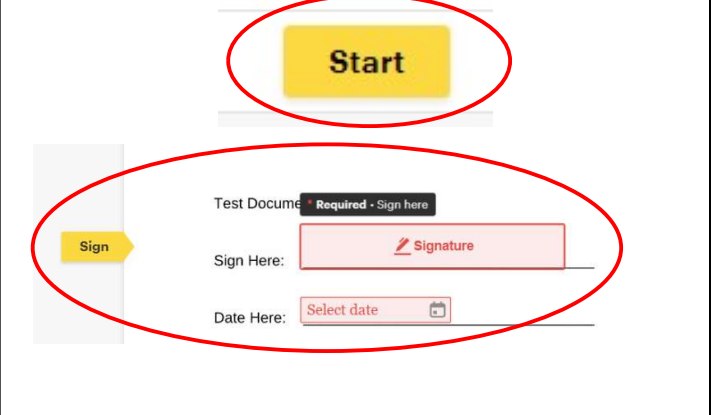

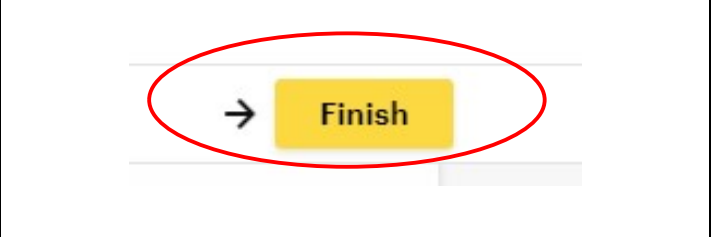
Cancel

Accept and sign

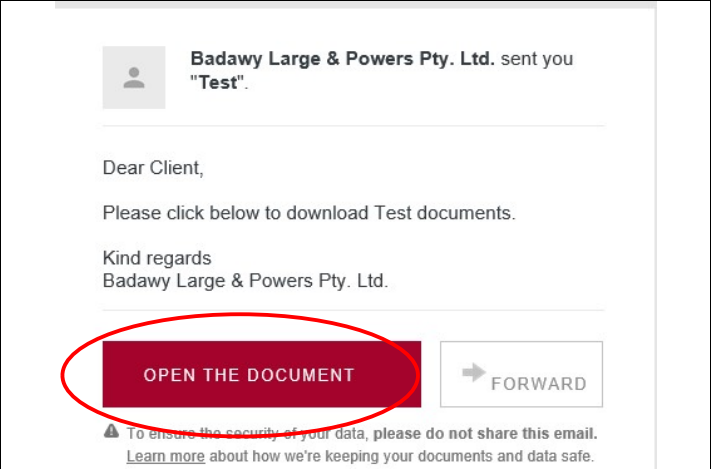



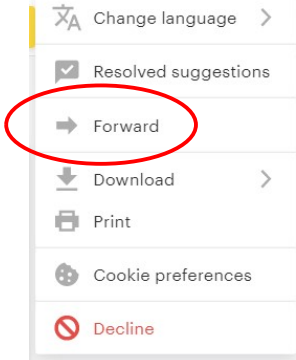
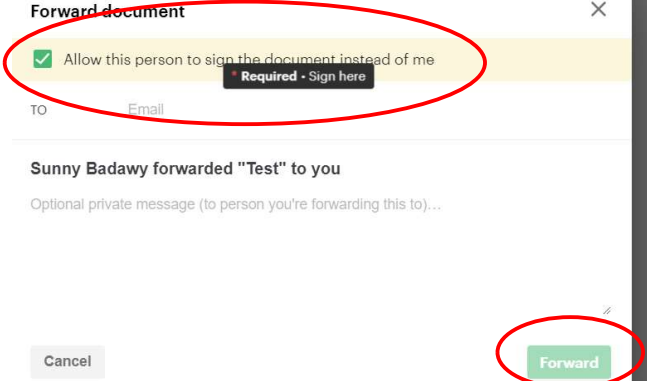
Finish

HOW TO SIGN A DOCUMENT – IF MULTIPLE DOCUMENTS REQUIRE SIGNING

<p>1. Click Open The Document in the email</p>	 <p>The screenshot shows an email header from "Badawy Large & Powers Pty. Ltd. sent you 'Test'". The body text says "Dear Client, Please click below to download Test documents. Kind regards Badawy Large & Powers Pty. Ltd." At the bottom, there are two buttons: "OPEN THE DOCUMENT" (circled in red) and "FORWARD". A security warning is visible at the very bottom.</p>
<p>2. Click the Start button on the top right. You are taken to the first spot you need to sign with a flashing Sign flag. Sign where the flag indicates by:</p> <ul style="list-style-type: none">• Using your pre-populated typed name (default); OR• Uploading an image of signature; OR• Drawing your signature via your mouse <p>3. (if a date is required) Enter the date where Flag indicates by clicking Select date & selecting a date from the calendar.</p>	 <p>The screenshot shows a "Start" button at the top right. Below it, a "Sign" flag is visible on the left. The main area contains a "Test Document Required - Sign here" section with a "Signature" input field and a "Date Here: Select date" field. Both the "Start" button and the signing area are circled in red.</p>
<p>4. Click Next to take you to the next document/spot needing signing or dating and repeat steps 2 and 3 (above)</p>	 <p>The screenshot shows a "Next" button, which is circled in red.</p>
<p>5. Continue clicking Next to complete each spot needing signing or dating until a Finish flag at the top right flashes. Click Finish.</p> <ul style="list-style-type: none">• Nothing further required. Refer to process on next page if you would like to download and/or print your documents.	 <p>The screenshot shows a "Finish" button with a right-pointing arrow, circled in red.</p>

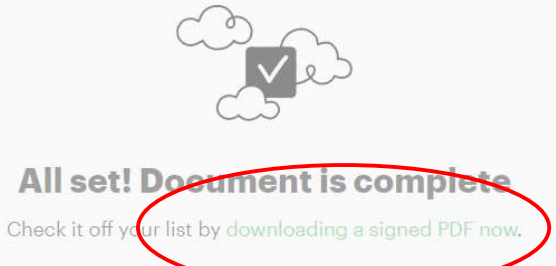
HOW TO SEND DOCUMENTS TO SOMEONE ELSE TO SIGN

<p>1. Click Open The Document in the email</p>	 <p>The screenshot is identical to the one in the first row of the previous table, showing an email from "Badawy Large & Powers Pty. Ltd. sent you 'Test'". The "OPEN THE DOCUMENT" button is circled in red.</p>
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<p>2. Click Other actions at the top right of the screen. A drop-down menu will appear</p>	
<p>3. Click the Forward button in the drop down</p>	
<p>4. Tick Allow this person to sign the document instead of me then:</p> <ul style="list-style-type: none"> • Enter their Email address; AND • Enter a message (optional); THEN • Click Forward at the bottom right • No further action then required. 	

HOW TO DOWNLOAD & PRINT DOCUMENTS

Note: you will *automatically receive* an email after you sign your documents with the signed documents as attachments. Save and print as required. Otherwise follow the process below.

<p>1. Open and sign the documents as per one of the above processes. After clicking Finish the screen on your right will appear</p> <p>2. Click downloading a signed PDF now</p>	
<p>3. Click <i>either</i>:</p> <ul style="list-style-type: none"> • Download as single file: all documents sent to you will join together & download as ONE document (i.e. tax return, financials & invoice all in one PDF document); OR • Download as separate files: all documents sent to you will download as SEPARATE documents (i.e. tax return, financials & invoice as individual PDF documents) <p>4. Documents will download to your downloads folder (Windows) or otherwise please save to your preferred location</p> <p>5. Open the documents & print to your printer as per your normal process</p>	