

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

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.

Sign

Test Document **Required - Sign here**

Sign Here:

Date Here:

Signature **Required - Sign here**

Draw Type Upload

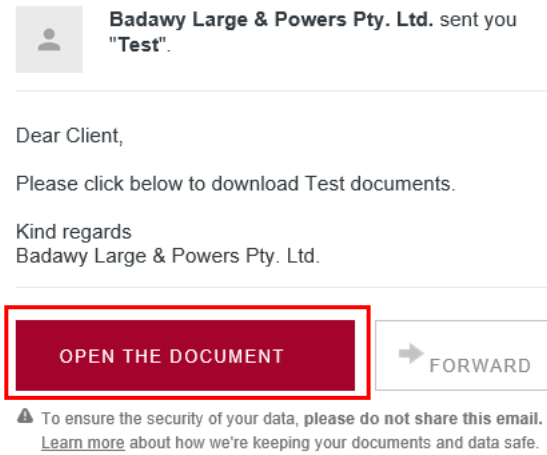
Choose font

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.

Finish

HOW TO SIGN A DOCUMENT – IF *MULTIPLE* DOCUMENTS REQUIRE SIGNING

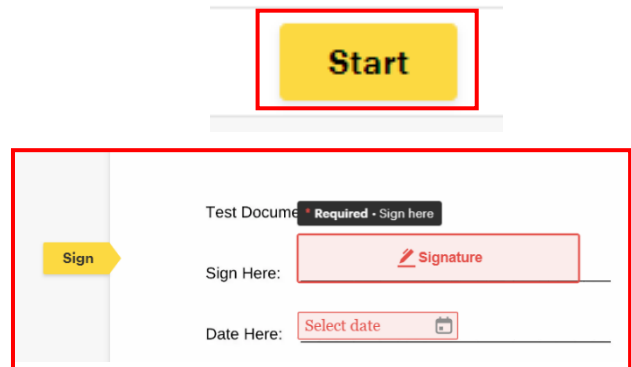
1. Click **OPEN THE DOCUMENT** in the email



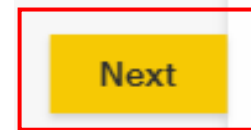
2. Click the **Start** button on the top right. You are taken to the first spot you need to sign with a flashing **Sign** flag. Sign where the flag indicates by:

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

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

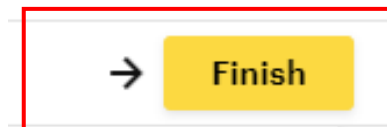


4. Click **Next** to take you to the next document/spot needing signing or dating and repeat steps 2 and 3 (above)



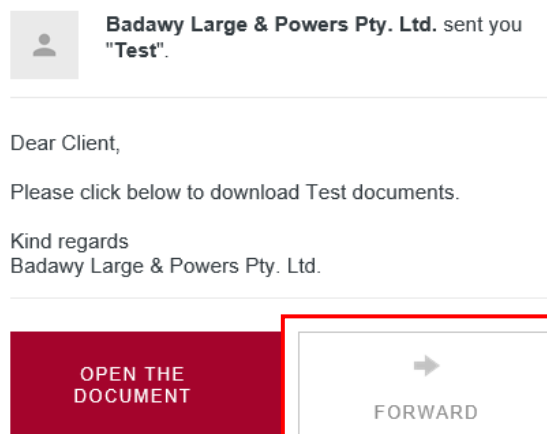
5. Continue clicking **Next** to complete each spot needing signing or dating until a **Finish** flag at the top right flashes. Click **Finish**.

- Nothing further required. Refer to process on next page if you would like to download and/or print your documents.



HOW TO SEND DOCUMENTS TO SOMEONE ELSE TO SIGN

1. Click **FORWARD** in the email



<p>2. Tick the Allow this person to sign the document instead of me tick box & enter the recipients email address in the TO section, then:</p> <ul style="list-style-type: none"> • (Optional) type a message to the recipient where it says Optional private message • Click Forward at the bottom 	
<p>3. The recipient then receives an email & completes the signing process as per standard process above.</p> <p>4. Once they sign the document, you will be notified via email with a copy of the signed document attached for your files.</p>	

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>	