



**THIS IS NOT A VALID CONTRACT
FOR DEMO ONLY**

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DOCUSIGN
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Thank you for taking a few seconds to go through the DocuSign experience. This is a sample word document designed with the sole intent of demonstrating DocuSign agreement management, forms completion capabilities and electronic signature capabilities.

Let's say, we've agreed to terms and we are ready to complete a contract, or perhaps an application. Or perhaps, only a few adjustments or negotiations are still required. It's now time to get a signature, along with a Date/Time stamp of the transaction. In this case, the client's company name is an optional field and not required to allow for signing.

Take special note of the new DocuSign ID card

Client's Company (if required)

Client Signature

Client Name (printed)

Date signed

Your next step might be the need to counter sign or accept this agreement. This signature can be requested at the same time (in parallel) or after the client has completed their signing process (in series.)

Final acceptance via a corporate approval signature may be required as the next process step. (Routing)

Take special note of the new DocuSign ID card

Client Signature

Date Signed Company

There are no special terms or conditions with this sample document, however if= there where, it might be important to acquire a signers initials of acceptance in close proximity to these terms _____

You may also need to collect data during the signing process. For an example, we can ask for credit card information, collect changes to a phone number record or simply ask for any other specified information. For this demonstration, we will ask you to fill in you favorite color, which is _____.

Contracts often contain conditional requirements. If "YES" is selected, then please fill in additional data. Like, are will your spouse be signing, or;

Do you like fruit? ___ Yes ___ No

If yes, what is your favorite fruit _____

You can also size a signature or initial to fit in tight spaces, without interfering with document text _____

All collected data (i.e. favorite color, company name) is available for download or via XML for direct data publishing in to other enterprise platforms like Salesforce.com. We do that through DocuSign Publisher.

It is also possible to **request documentation back from your signer** as part of the DocuSign service. For example, you may want your client to fax in a copy of their drivers license.

As a final step, you may want to carbon copy (or deliver a certified delivery) to the next processing resources in your company. (I.e. copying completed documents to orderprocessing@yourcompany.com)

A complete history of all document activities is being logged in the DocuSign member's console. Additionally, each document contains a certificate, terms and conditions accepted, method of authentication, the signers adopted signature and the envelope ID identification.

All documents are locked and encoded, so that they cannot be modified during or after the eSign process. An ISO standard PDF copy of all associated documentation is available on-line, in real time along with envelope status.

These documents can be maintained in DocuSign's secure environment or they can be transferred to an ESIGN secure document storage vault of your choosing. A completed copy of this agreement will be forwarded programmatically to your own document storage service to comply with your own document retention and storage policies.