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Signature Specification Sheet Instructions

The EDGE Document Solutions technical staff uses signature specification sheets to create signature flash drives for use with your EDGE system. Each sheet will allow up to three signatures (Boxes A1 and A2, B1 and B2 and C1 and C2). We ask that each person sign twice so that we can determine the best example to suit your needs. If more than three people need to sign documents, use additional sheets as necessary. Please submit original copies of the sheets only, as facsimiles (faxed copies) will not scan properly.

- **CUSTOMER NAME:** Please indicate your company name, branch name or affiliation.
- **EDGE APPLICATION:** Please indicate if the signature is to be used for Accounts Payable, Payroll, Purchase Orders, or another application. Please, only one sheet per Software Application.
- **REQUIRED DATE:** Please indicate the date you need us to provide the signature(s) to you so you can begin processing documents with the new signature (please provide an actual date).
- **PRINT NAME HERE:** Please print the name of the individual that has signed above.
- **PRINT TITLE HERE (IF REQUIRED):** Please print the title of the individual that has signed above. This is only necessary if the title needs to appear on the form to be printed.
- **PASSWORD:** This is entered into the Password Field when you run checks or other documents. The password has a maximum length of eight characters. If this signature will be replacing an existing signature, it is recommended that you change the password of the signature.
The password must not be left blank.
- **OLD SIGNATURE BEING REPLACED:** Not required for new customers. If you are an existing EDGE customer, please indicate the name of the person whose signature will no longer be appearing on the document.

Please follow the recommendations noted on the actual Signature Specification Sheet. For fastest results, please scan and email the completed signature sheet to bbickham@edgedocllc.com. If sending by mail or expedited delivery (we recommend Federal Express or UPS for tracking purposes), please ship to this address:

EDGE Document Solutions, LLC
Technical Administrator
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