QUICK GUIDE



SEND A DOCUMENT FOR E-SIGNATURE

Documents must be in Word, Excel, or PDF format. They must be saved to the contract or VCO supporting documents page with the document source My computer.

1. From the contract or VCO Supporting documents page, select one or more documents with the document source *My computer*, and then click the **Send** for signature icon.

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2. Review the Names in the Assigned section of the wizard. If you want to add additional recipients, find their names in the Unassigned section, and then click the **Add** icon. All signees in the Assigned section have ad-hoc signee tags that can be placed on the document in DocuSign.

cuSign	Add message		File/Link 7400001229_1901_VCO.DocuSign_2021-Dec-08.17-30-36.pdf							
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- 3. Review the values in the Signing order column. The numbers in the column specify the order in which the recipients are sent the document for eSignature.
- 4. If recipient information is missing from the Assigned section, update the information as needed.
- 5. Click **NEXT**.

6. If your DocuSign administrator has configured Advanced Options, you can optionally expand the Actions menu, and then select Advanced Options.



7. Enter an email subject line and message to the recipients, and then click **Send**. A DocuSign window opens with the documents you chose.

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Company	New Subcontract Amount \$ 15.120.00	T
1 Tee		
-	Acceptance of the terms of this Change Order constitutes full and final settlement of all costs and time associated with this	
1 100	Change, and Subcontractor agrees to waive all rights to make any further claim arising out of, or resulting from, this Change. Except	
	as hereby modified, all terms and conditions of the Subcontract as heretofore modified remain unchanged and in full force and effect.	
Conjugation		
C Parent Inc.	IN WITNESS WHEREOF, the parties nereto have executed this change Order by their proper officers or duly authorized agents the 100 days of Sentenber 2010	
	uiis av uiig vi september 2023.	
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fx Formula	Contracting Spectra Address	
Atachment	T T	
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- 8. All names from the Assigned section of the wizard are shown in a drop-down list in the upper left pane. Select the name of the person you want to add, and then select Signature, Initial, or Date Signed, and then click the place in the document.
- 9. Click **SEND**.
- 10. The last step of the eSign status on the Supporting documents tab now shows the sender of the envelope with the annotation Receives a copy.

		eSign s	tatus: Sent	new docum	ent
eSign status	Ŧ	Sent by: Ma	rianne	File/Link: 20) 2 All tags in one doc
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Sent					
Signed				Void eSignat	Correct

QUICK GUIDE



DOCUSIGN SETUP

- 1. From the New issue page or the issue log, click the **Add issue** icon. The Add new issue dialog box opens.
- 2. Enter the issue name and issue start date. You can also optionally enter a description of the issue.
- 3. Click Add.





NEED SOME MORE HELP?



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