



# Signature Specification Sheet

**CUSTOMER NAME** \_\_\_\_\_  
**EDGE Application** \_\_\_\_\_  
**REQUIRED DATE** \_\_\_\_\_

The EDGE Technical Staff uses this Signature Specification Sheet to create digitized signatures for use with the EDGE Solution(s) being implemented at your location. Please follow the instructions noted below.

- Each signer should sign twice. For one signer, sign in both boxes for Box A (A1 & A2). For additional signers, use Boxes B & C as necessary. The most satisfactory copies will be used. If there are going to be two or three signatures on a document, please indicate the order that they are to appear. (Box A = Top Signature), (Box B = Middle Signature), (Box C = Bottom Signature). Please confine signature to fit within each box.
- Please use a Fine, Black, Felt-Tipped Pen. This creates the best imaging for digitization.
- Please print the signature name on the line provided below each Box.
- Please record the Password for the signature on the line provided below the box. (Passwords are limited to any combination of up to eight alpha/numeric characters)
- If multiple signatures are to be used on a single Universal Storage Bus (USB), enter all signatures below but, only record one Password.
- If multiple USB's are required, i.e. for individuals that will serve as a backup, then a different Password will be required for each USB, and should be placed on a separate sheet.
- If the same signatures listed below are to be used for multiple EDGE applications (payroll, accounts payable, etc.) multiple signature forms are not required.

### Signature BOX A (1)

\_\_\_\_\_  
**Print Name Here**

\_\_\_\_\_  
**Print Title Here (If Required)**

### Signature BOX A (2)

\_\_\_\_\_  
**Password (limit 8 characters)**

\_\_\_\_\_  
**Old signature being replaced (if applicable)**

### Signature BOX B (1)

\_\_\_\_\_  
**Print Name Here**

\_\_\_\_\_  
**Print Title Here (If Required)**

### Signature BOX B (2)

\_\_\_\_\_  
**Password (limit 8 characters)**

\_\_\_\_\_  
**Old signature being replaced (if applicable)**

### Signature BOX C (1)

\_\_\_\_\_  
**Print Name Here**

\_\_\_\_\_  
**Print Title Here (If Required)**

### Signature BOX C (2)

\_\_\_\_\_  
**Password (limit 8 characters)**

\_\_\_\_\_  
**Old signature being replaced (if applicable)**