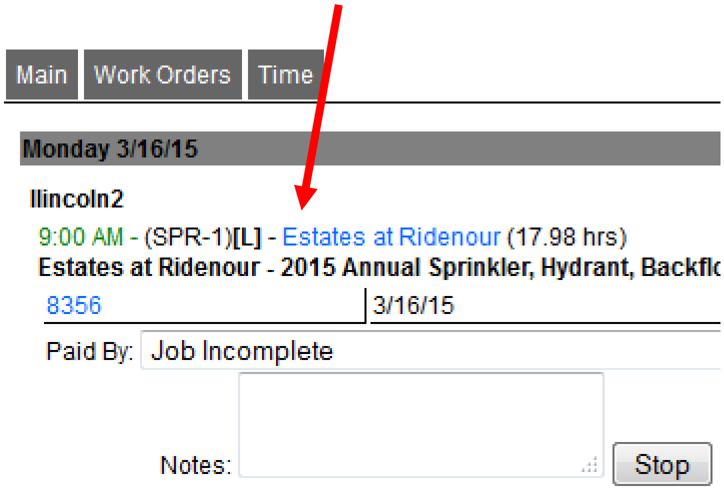
Digital Signatures

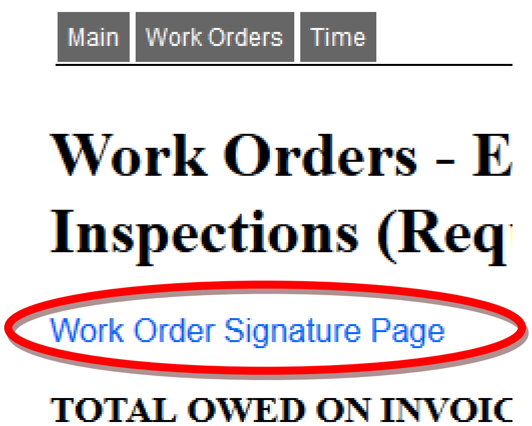
for Work Orders (Repairs), Inspections and Invoices

For Work Orders for Repair Work:

From your dashboard, click on the name of the client to access the Work Order page.



Then click on "Work Order Signature Page":



This will open a NEW PAGE with a generic form with a text box where **__the Tech must enter the scope of work__**. The form can have different default messages as well, determined by the Department of the Tech that is logged in.

For example, below, the Sprinkler Tech statement includes that he has left the valves open. If he has not, the Tech can remove that phrase from the acknowledgement box. **__He can also edit the text__** to say anything he needs to have the customer acknowledge, including requiring extra labor or materials that were not previously included in the scope of the job.

- The Customer needs to type in their name in the PRINT YOUR NAME box.
- The Customer must digitally sign where it says DRAW IT. (They can clear the box by clicking the CLEAR link if they need to start over.
- The Customer must click on the I AGREE Button.

CLIFF'S FIRE EXTINGUISHER CO., INC.

311 Bell Park Drive, Woodstock, GA 30188
Phone: 770-591-5271 Fax: 770-591-4033

Customer:	**Estates at Ridenour**
Billing Address:	**1575 Ridenour Parkway NW Kennesaw, GA 30152**
Site Address:	**Estates at Ridenour, 1575 Ridenour Parkway NW, Kennesaw, GA 30152 ()**
Work Order #:	**5135**
Job Name:	**Estates at Ridenour - 2015 Annual Sprinkler, Hydrant, Backflow, Alarm Inspections (Requests 3/16 - 3/20)**
Terms:	**TERMS: Net 30 - Payment due within thirty (30) days of date of invoice.**

Print your name

Penny Haynes

Draw your signature

Draw It Clear

Penny

I acknowledge that Cliff's Fire Extinguisher Co., Inc. has provided the following services and/or parts for Estates at Ridenour on Work Order # 5135 and that the valves have been left open:

This is just an example of

How a tech can enter information.

I agree to the above statement.

After the Customer clicks the button, you will see the saved signature and agreement, plus the Customer's name and the date they signed it. We also save the IP address and other information for the digital signature.

CLIFF'S FIRE EXTINGUISHER CO., INC.

311 Bell Park Drive, Woodstock, GA 30188
Phone: 770-591-5271   Fax: 770-591-4033

Customer:	**Estates at Ridenour**
Billing Address:	**1575 Ridenour Parkway NW Kennesaw, GA 30152**
Site Address:	**Estates at Ridenour, 1575 Ridenour Parkway NW, Kennesaw, GA 30152 ()**
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Terms:	**TERMS: Net 30 - Payment due within thirty (30) days of date of invoice.**

Penny

I acknowledge that Cliff's Fire Extinguisher Co., Inc. has provided the following services and/or parts for Estates at Ridenour on Work Order # 5135 and that the valves have been left open:

This is just an example of

How a tech can enter information.

Penny Haynes
March 16, 2015

In the upper left hand corner, there are two options – to see a Print view and to save it to PDF. Click on Save to PDF and after a few seconds, you will see message "PDF was saved to the client folder."

PDF was saved to the client folder.Print Save to PDF

Customer: **Estates**

Billing Address: **1575 Ri**

The document is now in the Attachments folder as "Work_Order_5135_Signature_2015-03-16" (using the current Work Order ID and the Date the signature was saved), and can be emailed to the customer, if they want a copy.

Attachments:
- Estates_Ridenour_Backflow_Inspection_2014.
- FLOW_TEST_REPORT_A1-A7_Estates_at_Rid
- Work_Order_5135_Signature_2015-03-16.pdf
- Credit Application

| Allow Internal Reply: |

Attach files to email: | Read Receipt:

Send Back

For Inspections

From the Inspection Page, click View Report

At the BOTTOM, on the LAST PAGE of every department's Inspection Report for this Work Order, will be the Signature Form. The Tech can edit the text box, if necessary.

- The Customer needs to type in their name in the PRINT YOUR NAME box.
- The Customer must digitally sign where it says DRAW IT. (They can clear the box by clicking the CLEAR link if they need to start over.
- The Customer must click on the I AGREE Button.

After the Customer clicks the I AGREE button, you will see the signature, name and date.

14. Inspection and Suggested Improvements were discussed with the undersigned Owner or Owner's Representative.

Signature of Owner or Owner's Representative

Duplicate To:

Company
Street:
City & St
Zip:
ATTN:

N/A Not Applicable

Penny

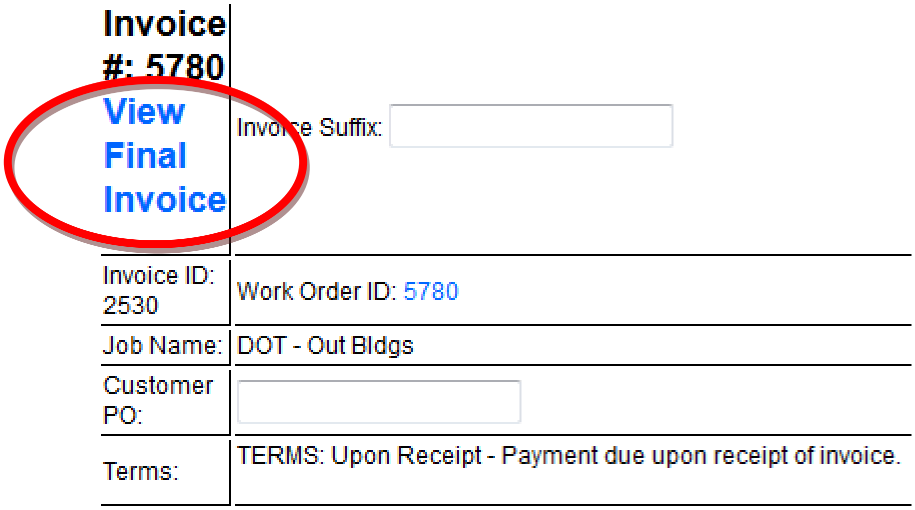
I acknowledge that Cliff's Fire Extinguisher Co., Inc. conducted a Sprinkler Inspection (ID 993 / Work Order ID 5135) on our premises and that the inspection and improvement suggestions were discussed with me.

Penny Haynes
March 16, 2015

*****DO NOT SAVE TO PDF – THIS WILL BE DONE IN THE OFFICE and emailed to customer.*****

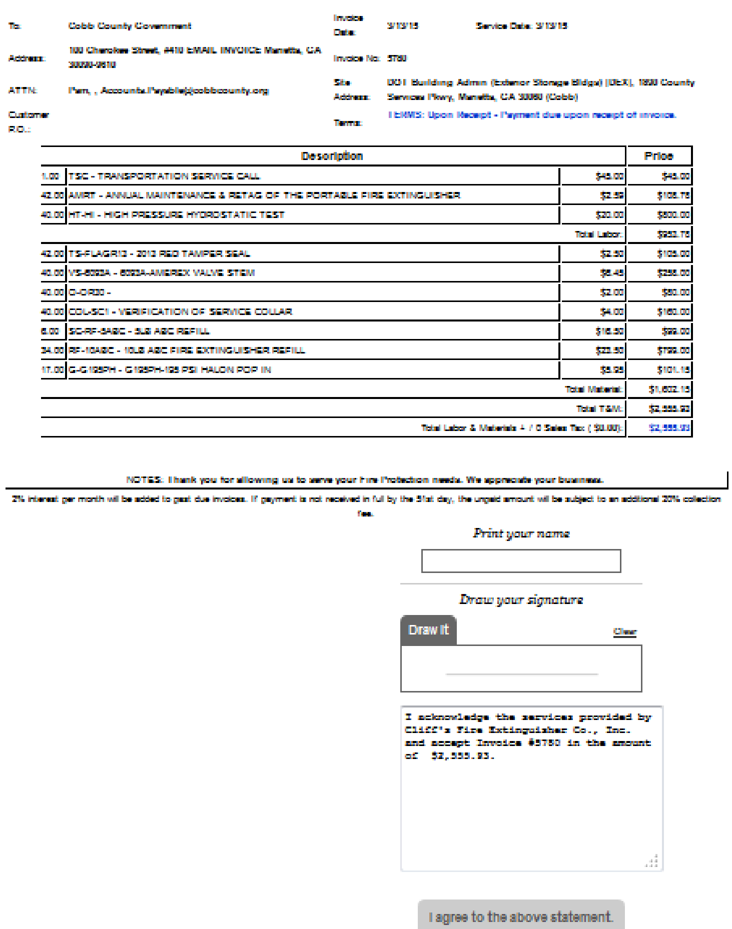
For Invoices

While on the Invoice form, you click on VIEW FINAL INVOICE. (If you don't see this blue link on the invoice, it means you have not entered an Invoice Date in the form.)



Invoice #: 5780 View Final Invoice	Invoice Suffix:
Invoice ID: 2530	Work Order ID: 5780
Job Name:	DOT - Out Bldgs
Customer PO:	
Terms:	TERMS: Upon Receipt - Payment due upon receipt of invoice.

It will open NEW PAGE and show you what the Invoice looks like in report view, with a signature form at the bottom.



To:	Cobb County Government	Invoice Date:	3/13/15 Service Date: 3/13/15
Address:	100 Cherokee Street, #410 EMAIL INVOICE Marietta, GA 30090-9610	Invoice No:	5780
ATTN:	Pam, , Accounts.Payable@cobbcounty.org	Site Address:	DOT Building Admin (Exterior Storage Bldgs) (DEX), 1890 County Services Pkwy, Marietta, GA 30060 (Cobb)
Customer P.O.:		Terms:	TERMS: Upon Receipt - Payment due upon receipt of invoice.

	Description		Price
1.00	TSC - TRANSPORTATION SERVICE CALL	$45.00	$45.00
42.00	AMRT - ANNUAL MAINTENANCE & RETAG OF THE PORTABLE FIRE EXTINGUISHER	$2.59	$108.78
40.00	HT-HI - HIGH PRESSURE HYDROSTATIC TEST	$20.00	$800.00
		Total Labor:	$953.78
42.00	TS-FLAGR13 - 2013 RED TAMPER SEAL	$2.50	$105.00
40.00	VS-8093A - 8093A-AMEREX VALVE STEM	$8.45	$338.00
40.00	O-OR30 -	$2.00	$80.00
40.00	COL-SC1 - VERIFICATION OF SERVICE COLLAR	$4.00	$160.00
6.00	SC-RF-5ABC - 5LB ABC REFILL	$16.50	$99.00
34.00	RF-10ABC - 10LB ABC FIRE EXTINGUISHER REFILL	$23.50	$799.00
17.00	G-G125PH - G125PH-125 PSI HALON POP IN	$5.95	$101.15
		Total Material:	$1,682.15
		Total T&M:	$2,555.93
		Total Labor & Materials + / 0 Sales Tax: ($0.00):	$2,555.93

NOTES: Thank you for allowing us to serve your Fire Protection needs. We appreciate your business.

2% interest per month will be added to past due invoices. If payment is not received in full by the 31st day, the unpaid amount will be subject to an additional 20% collection fee.

Print your name

Draw your signature

Draw It

Clear

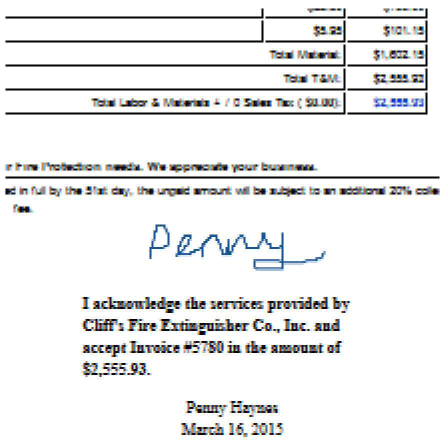
I acknowledge the services provided by Cliff's Fire Extinguisher Co., Inc. and accept Invoice #5780 in the amount of $2,555.93.

I agree to the above statement.

The Tech can edit the text box, if necessary.

- The Customer needs to type in their name in the PRINT YOUR NAME box.
- The Customer must digitally sign where it says DRAW IT. (They can clear the box by clicking the CLEAR link if they need to start over.
- The Customer must click on the I AGREE Button.

When they click the I AGREE Button, you will see the signature:



	$5.95	$101.15
	Total Material:	$1,602.15
	Total T&M:	$2,555.93
	Total Labor & Materials + / 0 Sales Tax: ($0.00):	$2,555.93

r Fire Protection needs. We appreciate your business.

ed in full by the 31st day, the unpaid amount will be subject to an additional 20% colle fee.

Penny

I acknowledge the services provided by Cliff's Fire Extinguisher Co., Inc. and accept Invoice #5780 in the amount of $2,555.93.

Penny Haynes
March 16, 2015

*****DO NOT SAVE TO PDF – THIS WILL BE DONE IN THE OFFICE and emailed to customer.*****