**Contact information for electronic signatures**

Dear Madame or Sir,

We are about to initiate, on your behalf, electronic signing for a legal document. In order to do so, we need contact information from you.

Please specify the names, emails, and roles of each recipient on your side, i.e. the proprietor’s side of the contract. We will then initiate electronic signatures via the e-signing service Scrive.

Each recipient will be invited by email to open the document in their web browser and, along the information that you supply to us, view, approve, sign or forward.

The document will not be considered signed until each recipient has approved or signed the document.

Please, read the instructions on our website carefully:

<http://www.mohrbooks.com/digital-signatures/if-we-initiate-for-you/>

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| --- | --- | --- | --- | --- |
| Seq. | Name (Last, First) | Email | Company | Role |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
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| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |

With thanks and best wishes,

yours,

The contracts team at Mohrbooks

Team address contracts@mohrbooks.com

Barbara Brachwitz and Bettina Kaufmann