



Electronic signature software for every business and industry

E-Sign BROCHURE



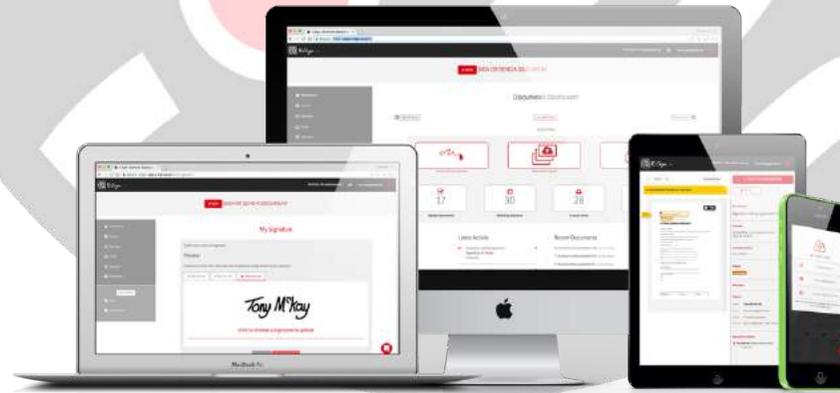
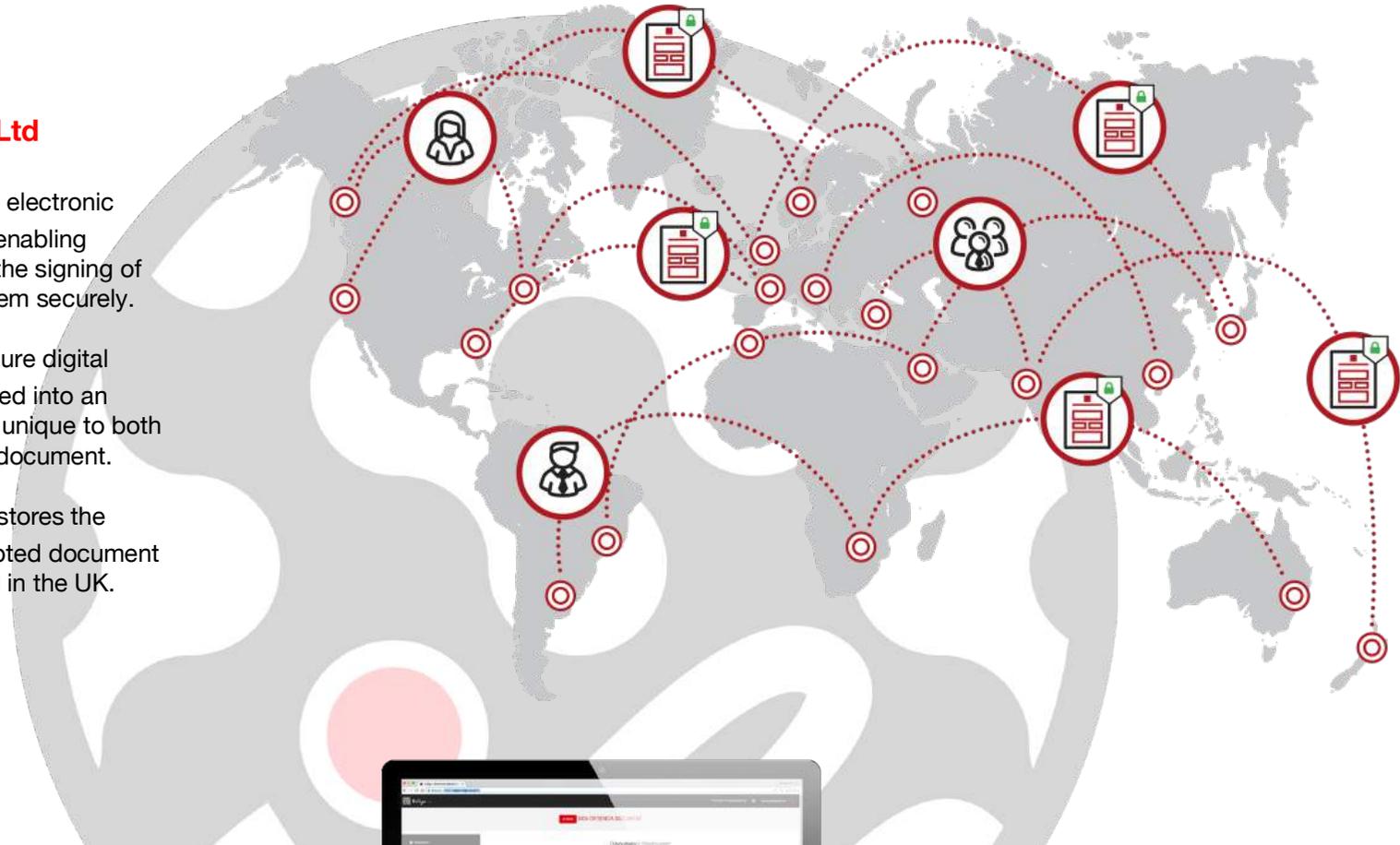
E-Sign.

E-Sign (UK) Ltd

E-Sign is an advanced electronic signature provider, enabling organisations to digitise the signing of documents and store them securely.

E-Sign provides a secure digital identification embedded into an electronic signature that is unique to both the signatory and the document.

E-Sign then securely stores the document within an encrypted document storage facility located in the UK.



Human Resources

- Offer Letters
- New Hire Paperwork
- Candidate NDA
- On/Off-Boarding Checklist
- Employee Policy Distribution & Signature
- Contractor Agreements
- Non-Disclosure
- Annual Leave Management
- Performance Appraisal
- Background Checks

Finance

- Invoice Order Processing
- Expense Processing
- Capitalisation Management
- Audit Sign-off
- Policy Management
- Inventory Sign-off
- Asset Transfer/Retirement
- Grant Applications
- Sales & Use Tax Return
- Consumer Account Opening
- Deposit Products

Sales

- Sales Order Processing
- Customer Account Provisioning
- Special Deal Terms
- Referral Agreements
- Reseller Agreements
- Partner Agreements
- Sales Support
- Loan Documents
- Support Agreements & Renewals

Procurement

- Purchase Order
- Statement of Work
- Master Services Agreement
- RF Assignments
- Supplier Compliance
- Service Level Agreements
- Termination Letters
- Software License Agreements
- Rate Cards
- Invoice Processing
- Subcontractor Agreements
- Vendor Contracts

Marketing

- Event Registration
- Customer's Communication Approvals
- Mass Mailing/Email Approval
- Event Vendor Agreements
- Rebate Agreements
- Sponsorship Agreements
- Promotion Agreements
- Press Release Approvals
- Brand Licensing Agreements
- Media Plan Sign-offs

Admin

- Account Change
- Service/Work Orders
- Terms Change
- Self-Service Requests
- Compliance
- Field Service
- New Policy Applications
- Policy Cancellations/Suspensions
- Independent Agency Licensing
- EFT Authorisation



Summary

Having carried out studies, with the University of Liverpool, **E-Sign (UK) Ltd** is happy to summarise the findings in this brochure.

One business that participated in the study was a recruitment consultancy, based in the South East, with 50+ employees managing circa 1,500 contracts per month, another participant was a UK 100 Law Firm.

The following average savings per annum were achieved:

Reduced Document Turnaround Time by **80%**



Eliminated Printing & Postage costs of **£45,360**



CO₂e reduction of **468 kg/annum**

The impact of electronic signatures

In any industry the preparation and administration of documents takes considerable time, effort and cost. Where a document is required to be signed, there is also an inherent delay for signed documents to be returned.

For the purpose of the studies, the main areas of interest were identified as:



Paper & Printing Use



Storage & Administration Costs



Postage & Turnaround Time

Document Turnaround Time

Outlined below is the manual signature process generally used in companies without adopting *E-Sign*, then the electronic signature process after adopting the use of *E-Sign*.



Manual Signature Process from 10-21 days

Electronic Signature Process to 1-3 days

When organisations digitise the document process, it can result in a **30-50%** increase in process productivity and an **80%** reduction in turnaround time. The new document process with use of electronic signatures follows the flow chart below, where the turnaround time is between **1 and 3 days**.

Financial Savings

Paper	£11,740
Printing	£105,000
Postage	£46,800
Storage	£104,300
Administration	£17,000
Total	£284,840

N.B. These figures do not include time savings or reduced cost from increased document turnaround time

Overall CO₂e Reductions

Waste Disposal	171
Primary production	7,616
Postage	471
Total kg CO₂e	8,258

The **CO₂e** reduction is a direct result of replacing a paper-based document process with a digital document process using electronic signatures.

Key Findings

Prior to adopting *E-Sign*, the companies send documents out via e-mail or post, (e-mailed documents are then printed), they are then signed and returned via post.

This results in recipients having printing costs and delays in signed documents being returned to the company. Adopting the use of electronic signatures companies make vast savings, both **financially** and **environmentally**, in a number of areas which are outlined below:

Print Savings

Companies sending out an average of 1,500 x 11 paged contracts/month they will:

- Save **24 trees/annum** using *E-Sign*
- Save printing costs of approx. **£29,700/annum** using *E-Sign*

An average Law firm prints around 1.4 million pages/annum they will:

- Save **168 trees/annum** saved using *E-Sign*
- Save printing costs of approx. **£105,000/annum** using *E-Sign*

By digitising their document processes and using electronic signatures, companies significantly reduce the requirement to print documents to be sent to internal/external clients for signature.

Paper Savings

By sending documents electronically, an average Law firm, can save approx. **£11,740** in paper procurement. Savings were made by:

- Documents sent and stored electronically

- Secure instant electronic access to files to authorised personnel
- Electronic reminders and notifications of transactions
- Clear audit trails of document history
- Electronic form templates

As a result of the reduced usage of paper there are also significant **CO₂e** savings:

- The primary production of 1.4 million pieces of paper results in **7,616 kg CO₂e**.
- The waste disposal of 1.4 million pieces of paper (either by combustion or composting) generates **171 kg CO₂e**.

Postage Savings

The cost to the signatory to return a signed document, by post, would be either £0.98 or £0.76 for first or second class post respectively. A letter sent via Royal Mail equates to **26g of CO₂e**. By eliminating the requirement to post a document not only is the cost to the signatory eliminated, but the **CO₂e** incurred by posting letter is also eliminated.

Savings based on the cost to send one "matter" by a Law firm is **£2.60** (£1.60 for the actual letter and £1 for a stamped addressed envelope).

An average Law Firm can produce up to 18,000 new matters/annum

- $18,000 \times £2.60 =$ **£46,800** saved on postage
- The reduction in **CO₂e** as a result was **471 kg/annum**.

N.B. These figures don't include stationary costs or the cost of resending letters due to delays, errors, or lack of client engagement.

Storage

Companies currently store archived documents at their offices, as a result expensive office space is being used purely for storage. Converting to an electronic Document Management System would enable them to free up this space.

If an archive box stores 2000 sheets of paper, and is stored for the minimum of 7 years (as per regulatory requirements), at a cost of **£149** per box per annum.

A company using **E-Sign**, storing the same as the average Law firm could make the following savings:



$1,400,000 / 2000 = 700$ boxes

$700 \times £149 = £104,300$ per annum

Giving a total saving, over 7 years, of **£730,100**

Administration

Prior to using **E-Sign** the recruitment company monitored the daily post for signed placement documents returned by candidates.

These documents were then checked and filed on site to be available for audit purposes.

E-Sign enables contracts to be automatically filed online, eliminating the cost, time and effort associated with printing and filing of documents. This would result in significant efficiency savings on administration staff costs.

The average Law firm, through the use of electronic signatures by **E-Sign**, was able to significantly reduce the time spent on document administration, saving approximately **50%** of the time previously spent, by 2 administrators, on the various tasks outlined in the traditional document processes above.

The average salary for administrative staff is £17,000 per annum (www.payscale.com), therefore savings of **£8,500** per administrator with a total saving of **£17,000** for The Law Firm.

Conclusion

Through the use of electronic signatures by **E-Sign**, in a core part of their business a company can make significant improvements in their document turnaround time. Also, improving the service they provide to both internal and external clients. Reducing the time taken administering their document authorisation processes. Dramatic savings on paper, printing and storage both costs **financially** and **ecologically**.

Send it

-  **Access from anywhere**
Upload and send documents whilst on the go - access online or via the mobile app
-  **Use your own documents**
Add electronic signatures to documents stored in Dropbox and Google Drive
-  **Dynamic signature placement**
Insert signature fields wherever you want in the document to be signed
-  **Create and save document templates**
Streamline your process by sending your saved templates to multiple users
-  **Sending attachments**
Send associated documents, not just the one that needs signing
-  **Personalise your emails & retain your brand**
Add your own branding and personalise emails to accompany the document(s) to be signed
-  **Address book access**
Send to anyone in your address book at the touch of a button

Sign it

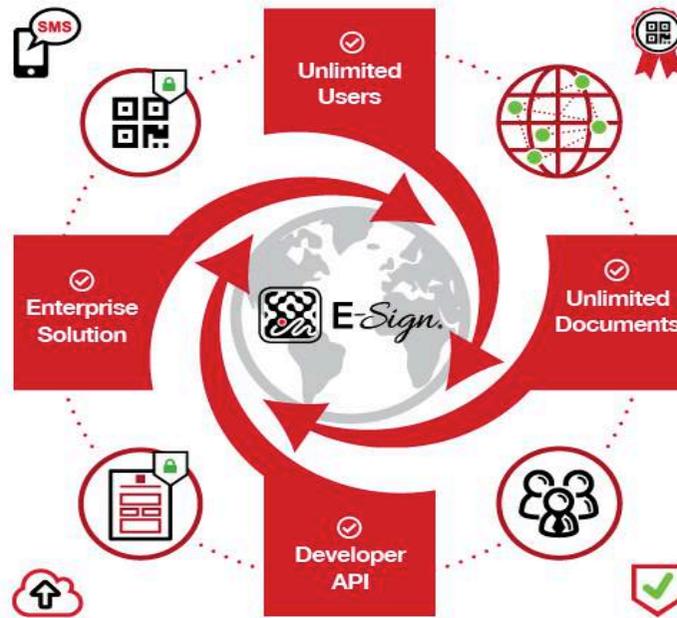
-  **Anyone can use**
No *E-Sign* account required for recipients to sign
-  **Quick signature capture**
We guide your signers through the simple signature capture process
-  **QR Code signatures**
Immediate verification that the person who is signing is who you think they are
-  **Real-time ID verifications**
Passport and/or Driving licence verifications verification checks to give you peace of mind and ensure legal compliance
-  **Signature notifications**
Receive instant notifications when your recipient(s) have signed
-  **Sequential signatures**
Send to multiple people for signature in a sequential order

Manage it

-  **Access signed documents on the move**
Access signed documents at anytime, anywhere from any device
-  **Team file sharing**
Easily share signed documents and associated files with colleagues
-  **Signature Certificate**
Review the ID verification at any time in the future
-  **IP Address Recording**
Captures the signatories IP address
-  **Full signature audit trail**
Fully compliant audit trail recording the entire document journey from creation to signature capture
-  **Legal compliance**
Adhere to local data sovereignty legislation - all information is stored in the UK

All Features for All Users

- ✔ Unlimited Templates
- ✔ Multi Language Application
- ✔ Digital Signature Certificate
- ✔ Advanced Authentication
- ✔ VeriMe



- ✔ Unlimited Uploads
- ✔ Advanced Audit Trail
- ✔ Secure Document Storage
- ✔ Email Personalisation
- ✔ Full Form Functionality

GET IN TOUCH



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Sign up for your free trial today

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