



## Get documents signed up faster.

Simplify your processes, boost your productivity.

Odoo Sign is a fast and convenient way to send, sign and approve documents. Prepare contracts by dragging & dropping blocks to be completed by the parties, submit signature requests in seconds and track status of sent documents.

## Go paperless, increase ROI

Embrace all the benefits of our easy and fully integrated electronic signature solution



### Cut costs

Forget hidden costs like printing, copying, faxing, scanning, shredding and posting. Everything is accessible online, from any device. Never lose important documents again.



### Save time

Stop waiting days or even weeks for all parties to sign your documents. Move forward and close your deals in just a few clicks.



### Reduce errors

Eliminate manual operations and improve the quality of the documents filled out and signed. Make sure parts that require a signature are signed.

# Odoo eSignature Features

## Create Dynamic Workflows

### Create New Documents from Templates

Customized the editable fields in the PDF with the drag & drop function. Automate repetitive signature by using templates in order to save time and be more productive.

### Multiple Signatures, One Shared Document

Make a document to be signed public and allow everyone to sign his own copy without any further action on your part

### Multi-Roles

Specify the role of all the people involved in a signing transaction and send the right version depending of the position of the person who'll sign.

### Carbon Copy

Automatically send your signed document to a third-party designated as "follower".

### Auto-Archiving

Don't worry about saving your documents anymore. When using eSign, every document is archived on your private server.

## Boost Productivity

### Automatically Send Final Documents to All Parties

When your document is successfully completed, every recipient receives a copy straight to his inbox.

### See the Progress of Your Document

Get a full view of your templates, signatures in progress and fully signed documents

### Get Notifications and Alerts

Receive status notifications and get alerts as soon as your documents are signed.

### Fully Integrated

eSign is seamlessly integrated with Odoo CRM.

## Close Deals Anywhere

### Responsive and Compatible With Any Device

Collect electronic signatures on the go with your iPhone, iPad, Android and other mobile devices.

### In-Person Signing

Let your client draw his signature directly onto your screen.

## Customize Any Document

### Use Dynamic Content Fields

Add fields exactly where you want them to appear with our Drag & Drop feature.

### Specify Required Actions

Indicate what kind of operation is required in order to validate the document: full signature, initials, text, name, email, phone, company.

### Create Your Own Signature

Choose between different options: handwritten fonts, drawing with your mouse or finger or loading a scan of your signature.

## Type of Documents Supported

### PDF Documents

Any PDF document is fully customizable with our drag & drop feature.

### All Documents

For a simple signature, all kind of documents are supported.

## Security and Compliance

### Encrypted Identification

Recipient parties may only sign a document digitally through a personal unique secure link associated with their email address. The system records the geolocation (latitude & longitude) of the user, the date and time of the event and archives these in the audit log of the document. The document owner may optionally require an additional SMS verification (6-digit code) for some recipients, based on their roles.

### 100% Legal

Documents signed via Odoo Sign are valid electronic signatures under EU Regulation 910/2014 (eIDAS), in and US ESIGN Act. They also meet the requirements for electronic signatures in most countries. In some cases, SMS verification is required in addition to the unique email link, as further proof of identity.

### Documents Integrity

Odoo keeps the authoritative document under control at all times. Users can only add their signature and required input in their assigned fields, and the system combines them to form the final document. Once a document is signed by a party, it becomes inalterable. Users can use their personal and unique document link at all times to download and print a copy of the reference document. The full audit log is available for the document owner at all times.

### Broad Document Coverage

Digital signatures are appropriate for any sales or commercial agreement, NDA, lease, employment contract, etc. More sensitive documents such as tax returns and documents filed with public authorities may require more advanced forms of signatures, or the intervention of a registered trust authority.