

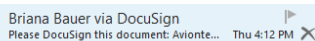
Avionté Statement of Work - DocuSign

We are excited to announce that Avionté will begin using DocuSign! DocuSign enables Avionté clients to electronically sign documents with ease and security. When a billable request is made you will be emailed an electronic copy of the document requiring your signature. Just follow the prompts to work through the process.

Using DocuSign

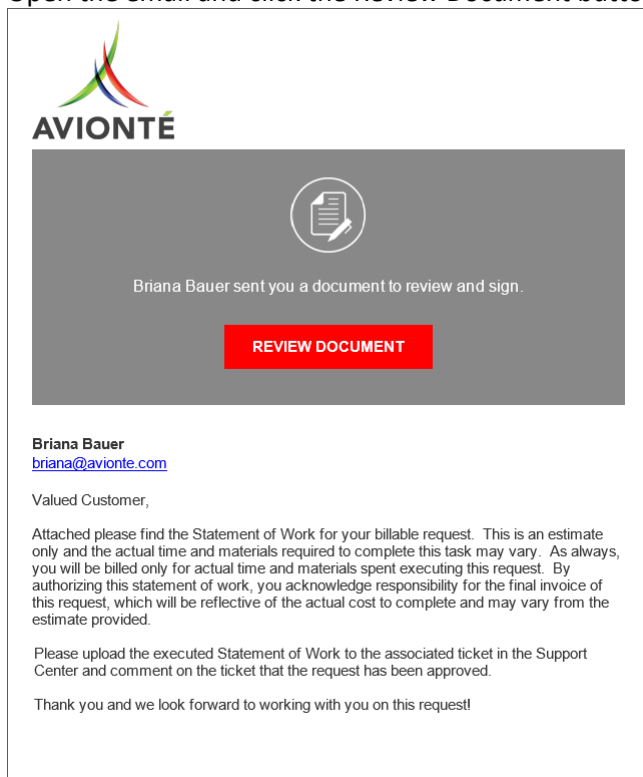
You have made a billable request and a signed Statement of Work is required.

1. You will receive an email via DocuSign having the subject line: Please DocuSign this document: Avionte Statement of Work.



Briana Bauer via DocuSign
Please DocuSign this document: Avionte... Thu 4:12 PM X

2. Open the email and click the Review Document button.



The email content is displayed within a rectangular frame. At the top left is the Avionté logo. Below it is a large grey rectangular area containing a circular icon of a document with a pencil. Underneath the icon, the text reads: "Briana Bauer sent you a document to review and sign." Below this is a prominent red button with the text "REVIEW DOCUMENT" in white capital letters. At the bottom of the email content, the sender's name "Briana Bauer" and email address "briana@avionte.com" are listed. The body of the email follows, starting with "Valued Customer," and providing details about the Statement of Work, including a disclaimer about estimates and instructions on how to approve the document by uploading it to a support ticket.

AVIONTÉ

Briana Bauer sent you a document to review and sign.

REVIEW DOCUMENT

Briana Bauer
briana@avionte.com

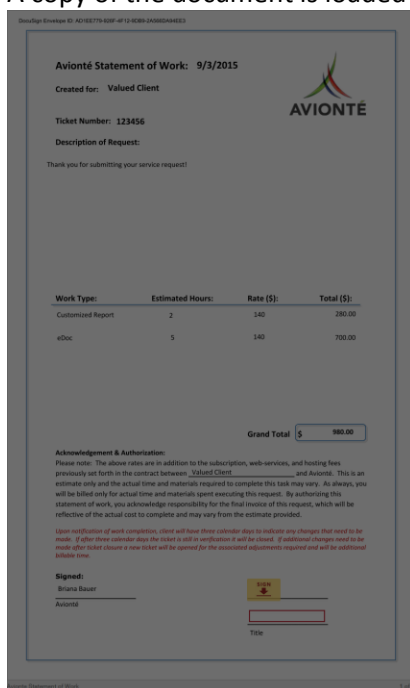
Valued Customer,

Attached please find the Statement of Work for your billable request. This is an estimate only and the actual time and materials required to complete this task may vary. As always, you will be billed only for actual time and materials spent executing this request. By authorizing this statement of work, you acknowledge responsibility for the final invoice of this request, which will be reflective of the actual cost to complete and may vary from the estimate provided.

Please upload the executed Statement of Work to the associated ticket in the Support Center and comment on the ticket that the request has been approved.

Thank you and we look forward to working with you on this request!

- A copy of the document is loaded for your review.



Avionté Statement of Work: 9/3/2015
 Created for: Valued Client
 Ticket Number: 123456
 Description of Request:
 Thank you for submitting your service request!

Work Type:	Estimated Hours:	Rate (\$):	Total (\$):
Customized Report	2	140	280.00
vDoc	5	140	700.00
Grand Total			\$ 980.00

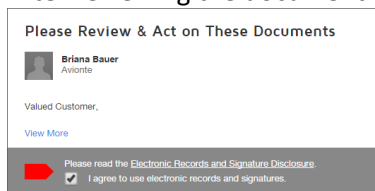
Acknowledgment & Authorization:
 Please note: The above rates are in addition to the subscription, web-services, and hosting fees previously set forth in the contract between _____ and Avionté. This is an estimate only and the actual time and materials required to complete this task may vary. As always, you will be billed only for actual time and materials spent executing this request. By authorizing this statement of work, you acknowledge responsibility for the final review of this request, which will be reflective of the actual cost to complete and may vary from the estimate provided.

Upon notification of work completion, client will have three calendar days to indicate any changes that need to be made. If after three calendar days the ticket is not in verification it will be closed. If additional changes need to be made after ticket closure a new ticket will be opened for the associated adjustments requested and will be additional billable time.

Signed:
 Briana Bauer
 Avionté

Title

- After reviewing the document click the checkbox labeled *I agree to use electronic records and signatures*.



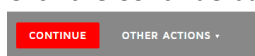
Please Review & Act on These Documents

Briana Bauer
 Avionté

Valued Customer,
[View More](#)

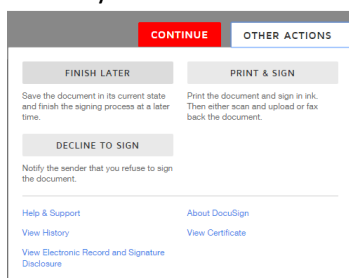
Please read the [Electronic Records and Signature Disclosure](#).
☒ I agree to use electronic records and signatures.

- Click the Continue button.



CONTINUE OTHER ACTIONS +

- Should you wish to review additional options, click the Other Actions menu.



CONTINUE **OTHER ACTIONS**

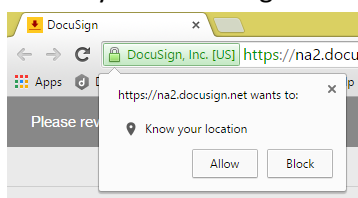
FINISH LATER
 Save the document in its current state and finish the signing process at a later time.

PRINT & SIGN
 Print the document and sign in ink. Then either scan and upload or fax back the document.

DECLINE TO SIGN
 Notify the sender that you refuse to sign the document.

[Help & Support](#) [About DocuSign](#)
[View History](#) [View Certificate](#)
[View Electronic Record and Signature Disclosure](#)

- You may see a message similar to the one shown here. Click the Allow button.



DocuSign, Inc. [US] <https://na2.docu...>

<https://na2.docusign.net> wants to:
 Know your location

Allow **Block**

8. Click the Start button.

DocuSign Envelope ID: AD1EE779-828F-4F12-9CB9-3A86DA8AEE3

Avionté Statement of Work: 9/3/2015

Created for: Valued Client

Ticket Number: 123456

Description of Request:

Thank you for submitting your service request!

9. Scroll to the bottom of the document and click Sign.

SIGN

Text

Title

10. You will be asked to adopt your signature. The default font is shown, click the Change Style link to choose from additional options.

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name: Peggy Esch Initials: PE

Select Style Draw

Preview

DocuSigned by: Peggy Esch

Change Style

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

11. If you prefer to use your actual signature, click the Draw link and draw your signature inside the box provided.

12. Click the Adopt and Sign button. You have created your DocuSign signature.

13. Next, you are prompted to enter your job title in the text field.

Signed:

Briana Bauer

Avionté

Title

14. Click the Finish button.

FINISH OTHER ACTIONS

15. The DocuSign success page loads.

DocuSign

You have successfully signed your document using DocuSign

16. You will receive an email stating that your document has been completed. You may wish to keep this email for your records.

AVIONTÉ

Your document has been completed

REVIEW DOCUMENT