

# DIGITAL SIGNATURE GUIDELINES



Global Wizard allows authorized users to place digital signatures on most documents. Signatures need to be 117 x 27 pixels in size. Below are some guides to help you achieve the cleanest signatures. Please include your printed name as well.

## For the Best Quality Signature:

- Place a piece of lined paper underneath the paper you will sign and scan. This will help keep your signature level without leaving a line impression on your signature file.
- Sign in blue ink for the best result. The newer precision felt-tip pens are usually the clearest.
- Try to fill the whole box, but do not let any part of your signature touch the guidelines.
- Sign at least 5 times – that will allow our technical staff to choose the best signature to work with. The best results come from using all of the boxes.
- Scan at the highest resolution possible – to JPG format. At least 600 DPI.
- Please take the time to make sure your scan of the following page is STRAIGHT. If not, please rescan.

## Example Signature:

*My Signature Here*



# DIGITAL SIGNATURE FORM

Please print your name on the line below and sign in each of the boxes according to the instructions on the previous page. Return the form to [support@globalwizardexports.com](mailto:support@globalwizardexports.com) once complete.

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Print Name

Signature

Signature

Signature

Signature

Signature