SIGNING

E-signing with Penneo

THE MOMENT

The annual accounts are signed. The signed copy comes back by email and stays in someone's inbox, not in the file.

Engagement letters and annual accounts signed in Penneo and filed back in the client file.

THE FLOW

1. **Approve internally** — File manager
2. **Ready for e-signing** — File manager
3. **Create Penneo case file** — M-Files and Penneo
4. **Accountant signs** — Accountant
5. **Client signs?** — Client
6. **Status follows Penneo** — M-Files and Penneo

Blueprint BP-07	
SECTOR	Accountancy
PROCESS	Signing
STARTS WITH	Draft
RESULT	Signed document
BUILDING BLOCKS	Doxxi · Penneo

Recognise this moment?

Tell us about your own process. We look at it with you, without obligation.

DISCUSS THIS PROCESS
softadvice.eu
/plan-a-call

READ THE FULL BLUEPRINT
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