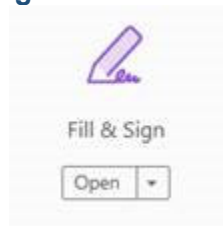


If you are unable to obtain a wet ink signature we will accept digital signatures. You must, however, use the **Fill and Sign** functionality within Adobe Acrobat Reader to do this:

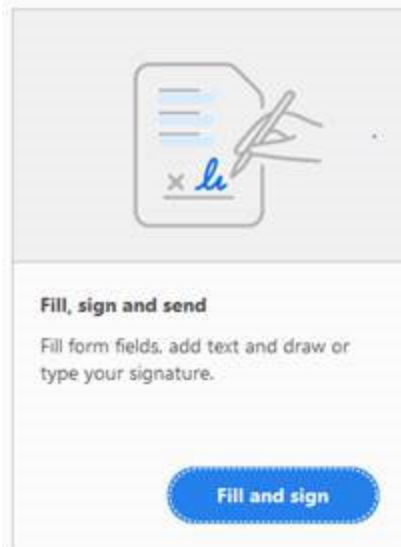
- 1 Fill out page 1 of the document as normal
- 2 With the document open on page 8, click **Tools**



- 3 Select **Fill & Sign**



- 4 Select the **Fill and sign** option by clicking the button



- 5 Click **Sign** at the top of the page



- 6 Click **Add Signature**
- 7 Type your name in the box and click **Apply**
- 8 Drag the signature to the **By** box in the **Licensee** section



9 Fill out the **Name**, **Title** and **Date** boxes by clicking on them and typing

Licensee

By: *John Smith*

Name: John Smith

Title: Service Manager

Date: 1st April 2020

10 Click the **Close** button

11 Save the document. It has now been digitally signed by you and can be emailed to us