



...the only platform you  
need to share & sign  
documents with clients

Do you have **problems**  
getting clients to  
**sign forms**  
& documents?

Are you **wasting time**  
getting your clients to  
drop by the office and  
**bring documents**  
to you?

Are you and your clients  
using an **unsecure** way to  
**share documents**?

Are you and your  
clients working with  
**out of date** data?

If the answer is **yes** to any of these, then

**File&Sign** is for **you!**  
by informanagement

**File&Sign** is the latest product off the production line at Informanagement. It follows our ethos of making content available dynamically and getting the right information to the right people.

Informanagement have partnered with Adobe EchoSign to integrate the latest electronic signature tool in to File&Sign. By partnering with Adobe EchoSign we have integrated an electronic signature tool that has been used to send and sign over hundreds of millions of documents which is trusted, legal and most importantly, secure. Our partnership allows us access to the technical resource and infrastructure at Adobe's disposal (what with them being one of the world's largest software companies), and take advantage of new functionality as soon as they are developed.

### What File&Sign offers:

- ✓ Secure document portal for sharing with clients
- ✓ One place for clients to go and access documents they need
- ✓ Two way sharing
- ✓ Utilises the latest cloud technology
- ✓ Upload all types of documents
- ✓ Gives staff access to documents relevant to their clients only
- ✓ Email alerts sent to other party when documents are uploaded/viewed/signed
- ✓ Both parties get a copy of signed documents automatically
- ✓ Full audit trail of documents generated for signature with unique document ID created for each document
- ✓ Works within the main Informanagement system
- ✓ Works for firms of all sizes



#### DOCUMENT PORTAL

From **£30** per month\*

\*5gb of space.  
The portal can be purchased on its own without the e-signature function.  
Additional batches of 5gb of space is £30 per month.

#### ELECTRONIC SIGNATURE TOOL LICENCE

**£156** per user licence, per year

Charged on a per user basis and a licence is required for each person in the practice who needs to get documents electronically signed off and uploaded.  
A licence is valid for 12 months and 500 documents from date of activation.

Contact us in the Informanagement office for a demo