# SIGN, PAPERLESS

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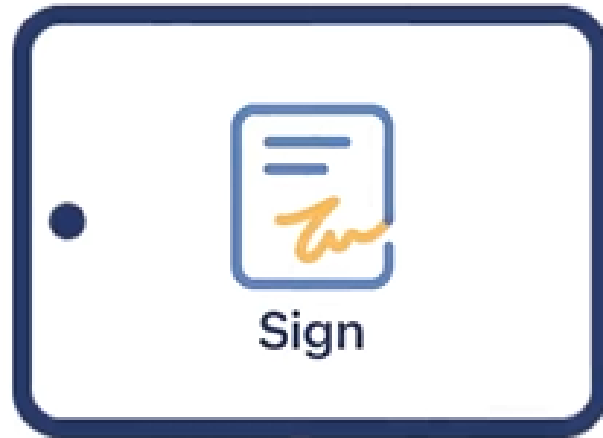# SIGN, PAPERLESS

A complete electronic signature digital signature solution for fast-growing businesses.



## Zoho Sign Offers Numerous Business Benefits, Including:

**80% Faster Document Turnaround Time**
Get documents signed in minutes or days, not weeks or months.

**$30 Saved Per Envelope**
Cut the overall average costs spent on printing, scanning, and mailing documents.

**50 Hours Saved On Average Per Employee**
Adopt digital signatures to save time and boost productivity. Automate repeated tasks.

Why e-sign? Signing documents with pen and paper is often cumbersome and time-consuming. With electronic signature (aka e-sign), we can digitally sign documents from anywhere. E-signing is also legally valid in most countries.

# HOW ZOHO SIGN CAN TRANSFORM YOUR PAPERWORK

## Sign Documents

Digitally sign documents yourself or get documents signed in-person, or send documents to collect signatures from anyone.



## Configure Workflows
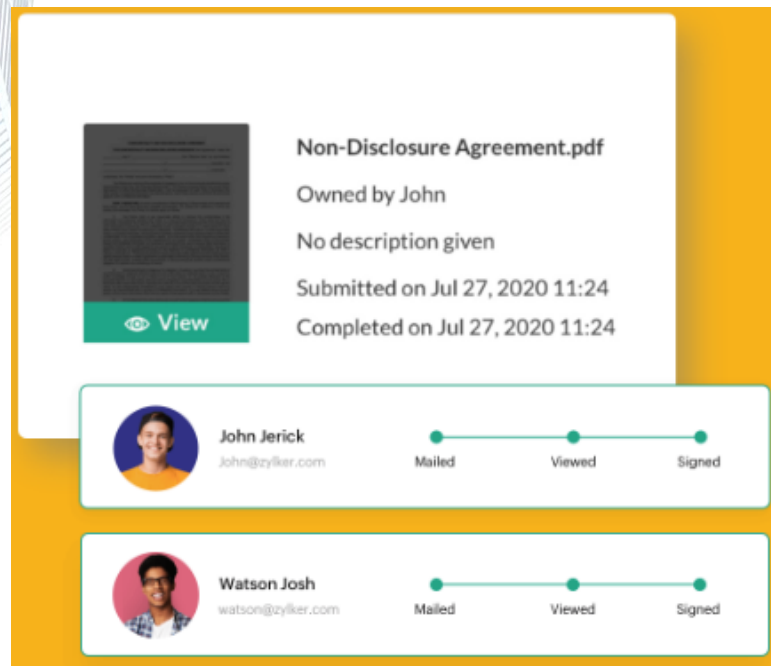
Define the signing order when sending a document to multiple recipients, and control how they receive and sign your documents.

## Track Status

Track every step of the document signing process. Receive instant alerts and notifications on the status of each document.



Why Zoho Sign? It is a complete digital signature app for business signatories. The terms "e-sign" and "digital sign" are often used interchangeably. However, e-signing a document means just adding the digital image of a handwritten signature that can be easily forged. A digital signature uses cryptographic techniques backed by a digital certificate to provide proof of identity.
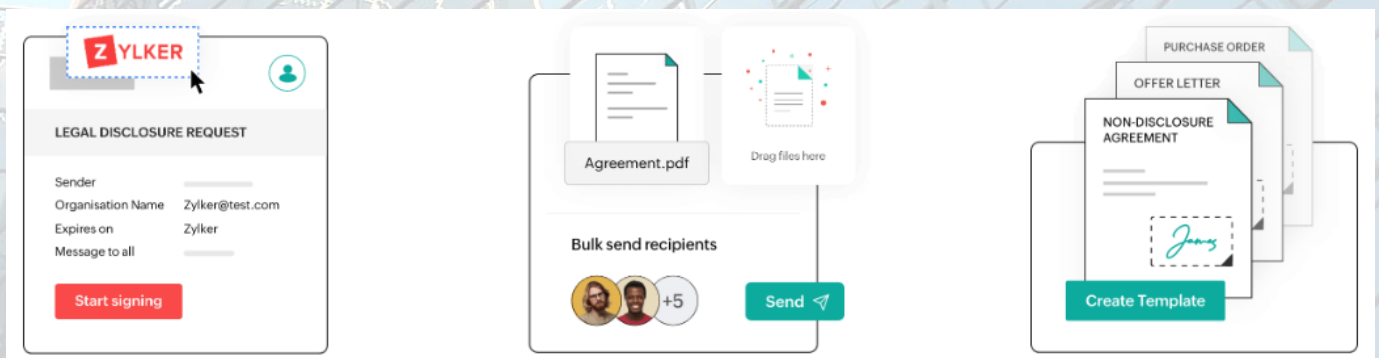
## Custom Branding

Incorporate your brand image across your documents, with customized logos and emails.

## Bulk Send

Send documents to multiple signers in a single click. Say goodbye to time-consuming manual paperwork.

## Reusable Templates

Create personalized templates once and use them forever, saving your time and effort.

## PREMIUM FEATURES

### Qualified Electronic Signatures

Sign documents with qualified digital certificates issued by a qualified trust service provider (QTSP) upon verifying the signer's identity. This is preferred for high-value and regulated transactions that require highest compliance.

### Blockchain Timestamping

Get an additional measure of document verification by publicly establishing the signer's accountability.

### Signforms

Create a self-service document signing process through a secure URL without writing a line of code. Collect signatures by sharing this URL over messaging services or embedding it on your website.

### Payments

Say goodbye to manual billing: collect signatures and payments instantly from signers.

## POPULAR USE-CASES

- Sales contracts
- HR documents
- NDAs
- Purchase orders
- Invoices
- Expense reporting
- Social media policy
- Vendor agreements
- Compliance documents

### Integrate with your everyday apps

Zoho Sign helps you sign business documents directly from other popular Zoho apps and third-party apps. We also offer REST APIs to automate the document signing and management process directly from your own apps or websites.