

Qwil Messenger
Anchor Lane
London

26th May 2023

Subject: Creating a template example for Qwil Sign with anchors in Word

Dear John,

Qwil Sign enables you to easily create templates from your chosen text editor programs so you can automatically add the same fields and format to requests for signature.

No need for another application and you can share the templates with your colleagues directly on Qwil!

With templates, you don't need to repetitively add the same fields to each request every time you send a new document for signature.

Creating and testing a template just takes a few minutes. In this Word document, we have simply added 3 fields and corresponding Qwil Sign Anchors for Name, Date and Signature for both the requestor (Staff) and the Client signer. Find out more about Qwil Sign Anchors and template [here](#).

You just now need to **PDF this document** and test it by sending to the Butler with /testpdf in the caption of message or even request a signature to a colleague!

Yours sincerely

Staff Signer

Name: Laurent Guyot

Date: 29 May 2023 08:04:37 UTC

Signature: 
QwilSigned by:
00360D64887540D...

Client Signer

Name: Ben Smith

Date: 29 May 2023 08:06:03 UTC

Signature: 
QwilSigned by:
00360B8672E64E3...



QWIL MESSENGER

Signature Certificate

Certificate of Completion

Qwil Signature Request ID: 00360f7e-370e-4d98-9c8f-853affb16b1a
Filename: Qwil Sign Word Templated PDF.pdf
Document ID: 003608cf-cc66-45cb-8804-2870190268ed

Document details:

Document Pages: 1
Signatures Page: -
Certificate Page: 2
Signatures: 2

Status: Completed

Signature Request Originator:

Laurent Guyot

Compass

Email: laurent@qwilmessenger.com

IP Address: 145.224.124.140

User ID: 003603b8-80e5-4297-be76-f6c7400fca21

Entity ID: 003603c2-768d-4c1e-8d0f-f424a8fe8d9f

Chat details:

Chat Title: ISA top up

Chat ID: 0036004b-e083-4b96-9382-7749620baacb

Chat Message ID: 7

Signer Details

Laurent Guyot

Compass (Staff)

Email: laurent@qwilmessenger.com

IP Address: 145.224.124.140

User ID: 003603b8-80e5-4297-be76-f6c7400fca21

Entity ID: 003603c2-768d-4c1e-8d0f-f424a8fe8d9f

Security Level: Two-factor, Account Authentication

Signature:

Signed: 29 May 2023 08:04:37 UTC

Qwil Signature ID: 00360d64-8875-40da-bfb6-eccf88f68617

Ben Smith

Compass (Client)

Email: support+1@qwil.io

IP Address: 145.224.124.140

User ID: 00360f07-f710-4f2e-a675-fd7a0bcf9a4b

Entity ID: 003603c2-768d-4c1e-8d0f-f424a8fe8d9f

Security Level: Two-factor, Account Authentication

Signature:

Signed: 29 May 2023 08:06:03 UTC

Qwil Signature ID: 00360b86-72e6-4e36-b639-921f4932432a

Signature Events

Signature Request Sent - Laurent Guyot	Security Checked	29 May 2023 08:04:37 UTC
Signing Complete - Laurent Guyot	Security Checked	29 May 2023 08:04:37 UTC
Signing Complete - Ben Smith	Security Checked	29 May 2023 08:06:03 UTC
Signature Request Completed	Security Checked	29 May 2023 08:06:03 UTC