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## **SIGNATURE FORM**

Please complete the following steps for a successful scan of your signature

- 1 – Using a **BLACK** fine, felt tip marker, sign the form twice. In Box 1 and in Box 2.
- 2 – Keep the signature **COMPLETELY WITHIN** the outside lines of each box. **DO NOT** allow the signature to touch the outside lines, as they will not be included in the final image.

Single Signature – Box

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Print Name of Signature

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Print Name of Company

*Send all logos and branding information as a PDF or JPEG to [jmcline@partners-hr.com](mailto:jmcline@partners-hr.com).*