



## ELECTRONIC SIGNATURE FORM

(E-mailed documents without a signature will only be accepted by TCO Cert if the information in each box below is completed and the form submitted to TCO Cert.)

**I designate the e-mail address listed below as authorized to send and receive electronic information for my transactions with TCO Cert. I intend that documents e-mailed to and from this address shall have the same validity as documents transmitted by other recognized means.**

Designated E-mail address	Signature	Date (M/D/Y)
<b>Name:</b>		
<b>Operation Name:</b>		
<b>Operator Number:</b>		
<b>Address:</b>		
<b>Phone Number:</b>	<b>Fax number:</b>	

### **Information on Using the Electronic Signature Form**

1. Once the *Electronic Signature Form* is completed, signed, and received by TCO Cert, documents that are sent from the designated e-mail address do not need a written signature to be considered valid.

**Just enter “e-sig on file” as signature.**

2. Each person wishing to register his/her signature must complete an *Electronic Signature Form* individually. The form cannot be used for two or more persons at the same time.

3. Only one e-mail address per form may be included. If there are multiple e-mail addresses, then an *Electronic Signature Form* must be submitted for each one.

4. Please print or type all information on the form except the signature. ALL information must be complete.

5. The *Electronic Signature Form* may be faxed, scanned and e-mailed, or mailed to TCO Cert.

**An e-signature may only be used on documents that are e-mailed to TCO Cert.**

**If a document is faxed or mailed, it must include a written signature.**