

Steps for Contract Signing

Dear [Recipient's Name],

We are pleased to outline the steps necessary for the successful signing of the contract between [Your Company Name] and [Recipient's Company Name]. Please follow the instructions below:

1. **Review the Contract:** Carefully read through the entire contract to ensure all terms are clear.
2. **Initials and Signature:** Please place your initials at the bottom of each page and sign on the designated line at the end of the document.
3. **Agreement Confirmation:** After signing, confirm your acceptance of the contract by emailing a scanned copy to [Your Email Address].
4. **Return a Copy:** Send one signed copy back to us via mail at [Your Mailing Address].
5. **Final Review:** We will review the signed contract and send you a fully executed copy for your records.

Thank you for your attention to these steps. We look forward to confirming our agreement.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]