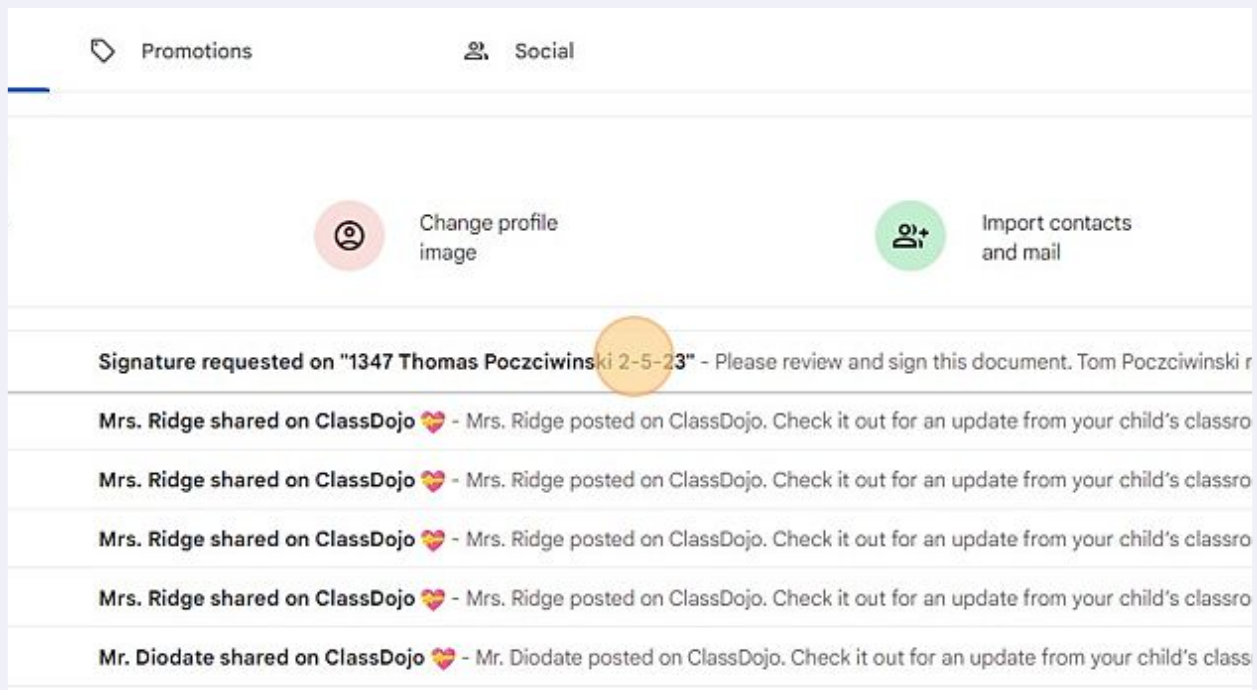


# How to Review and Sign Document on a Laptop or Desktop

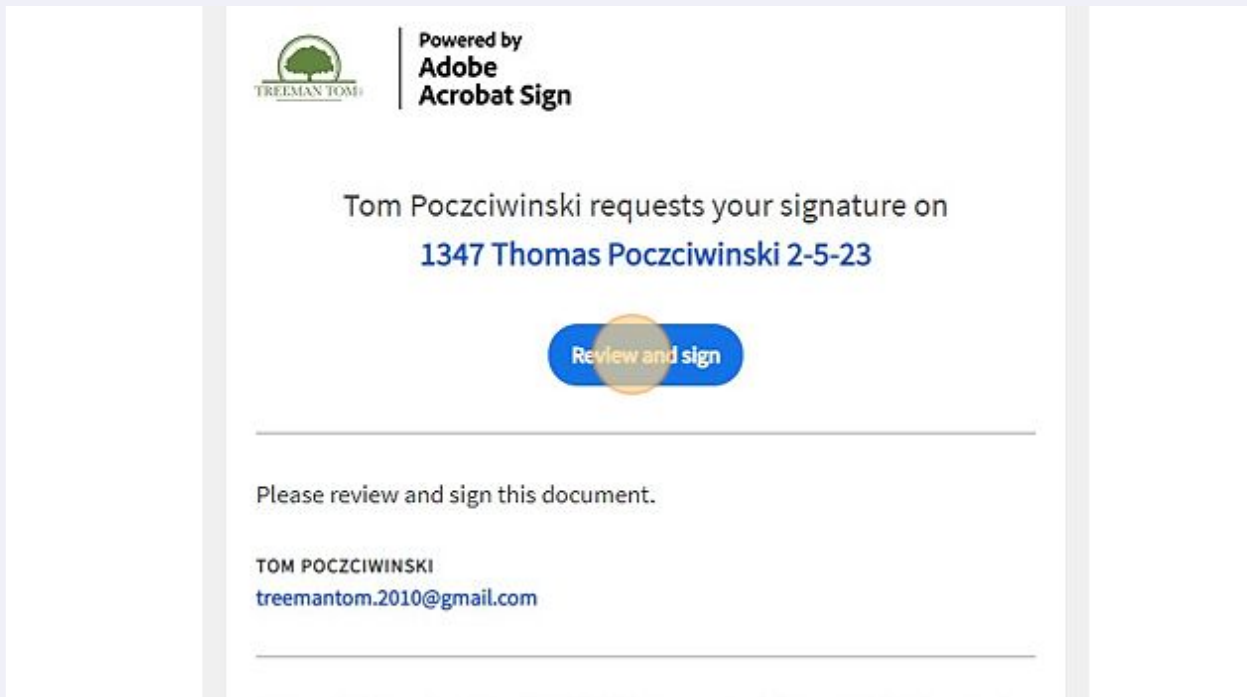


1 Navigate to [mail.google.com/mail/u/1/#inbox](mailto:mail.google.com/mail/u/1/#inbox)

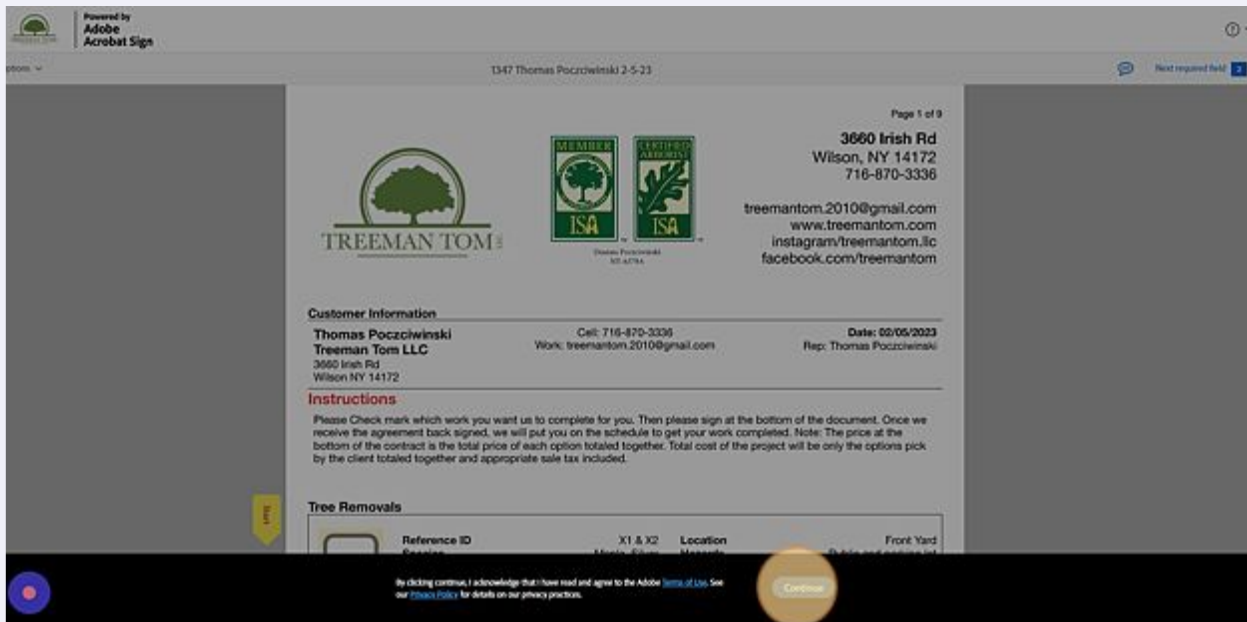
2 Click "Signature requested on "1347 Thomas Poczwiwinski 2-5-23""



3 Click "Review and sign"



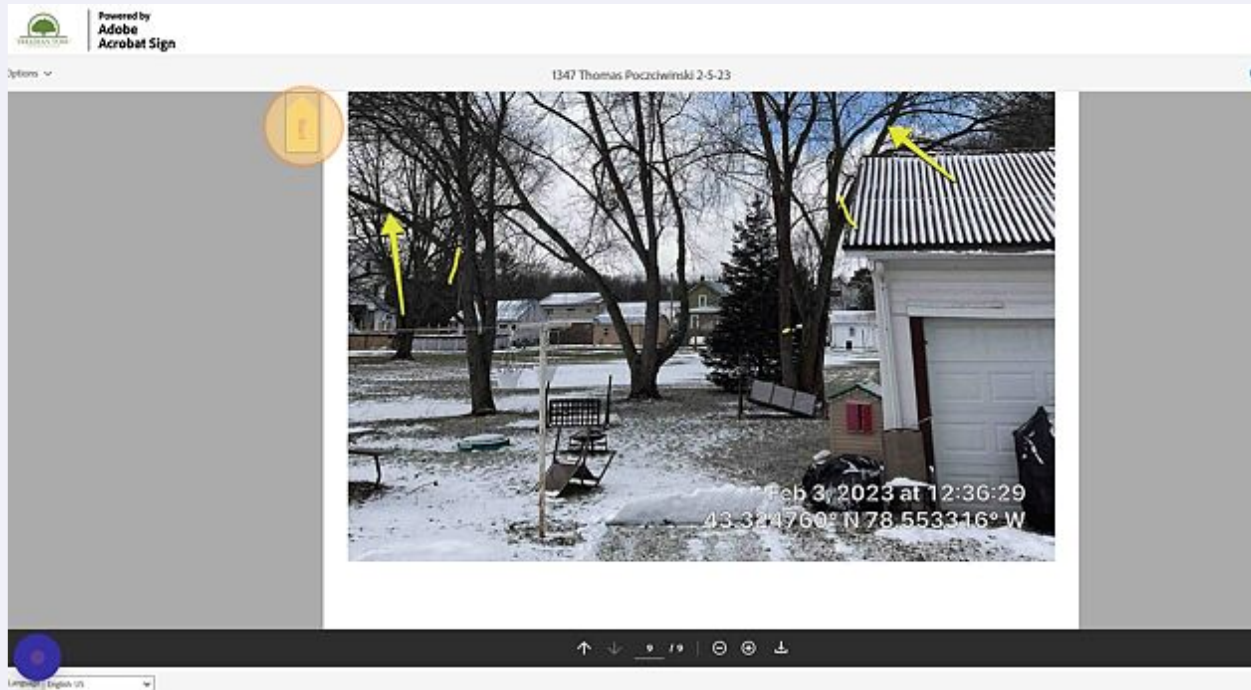
4 Click "Continue"





Read Instruction, Review each options, read terms & conditions, and scroll through entire document.

## 5 Click "Start"



Tip! Read through each option to understand the differences in each option.

6

Click this checkbox next to options that you want us to Complete.

Powered by Adobe Acrobat Sign

1347 Thomas Poczcziwinski 2-5-23

Thomas Poczcziwinski Cell: 716-870-3536 Date: 02/05/2023  
Treeman Tom LLC Work: treemantom.2010@gmail.com Rep: Thomas Poczcziwinski  
3660 Irish Rd  
Wilson NY 14172

**Instructions**  
Please Check mark which work you want us to complete for you. Then please sign at the bottom of the document. Once we receive the agreement back signed, we will put you on the schedule to get your work completed. Note: The price at the bottom of the contract is the total price of each option totaled together. Total cost of the project will be only the options pick by the client totaled together and appropriate sale tax included.

**Tree Removals**

<input checked="" type="checkbox"/>	<b>Reference ID</b>	X1 & X2	<b>Location</b>	Front Yard
	<b>Species</b>	Maple, Silver	<b>Hazards</b>	Public and parking lot
	<b>Package</b>	Standard	<b>Price before tax &amp; discount</b>	\$3,500.00
	<b>Description</b>	Take all debris Includes branches, wood and raking of yard (Stump Grinding not Included)		
<input type="checkbox"/>	<b>Reference ID</b>	X1 & X2	<b>Location</b>	Front Yrd
	<b>Species</b>	Maple, Silver	<b>Hazards</b>	Public and Parking Lot
	<b>Package</b>	Economy	<b>Price before tax &amp; discount</b>	\$2,500.00
	<b>Description</b>	Leave all debris (Stump Grinding not Included)		
<b>Price Tax not included: Stump Grinding - Premium - Group</b>				\$1,732.50
Premium Group Package includes: Stump Grinding, removal of extra grinding leave the hole filled with grinding				
<b>Reference ID</b>				\$1 & \$2
<b>Hazards</b>				Public and dig safe

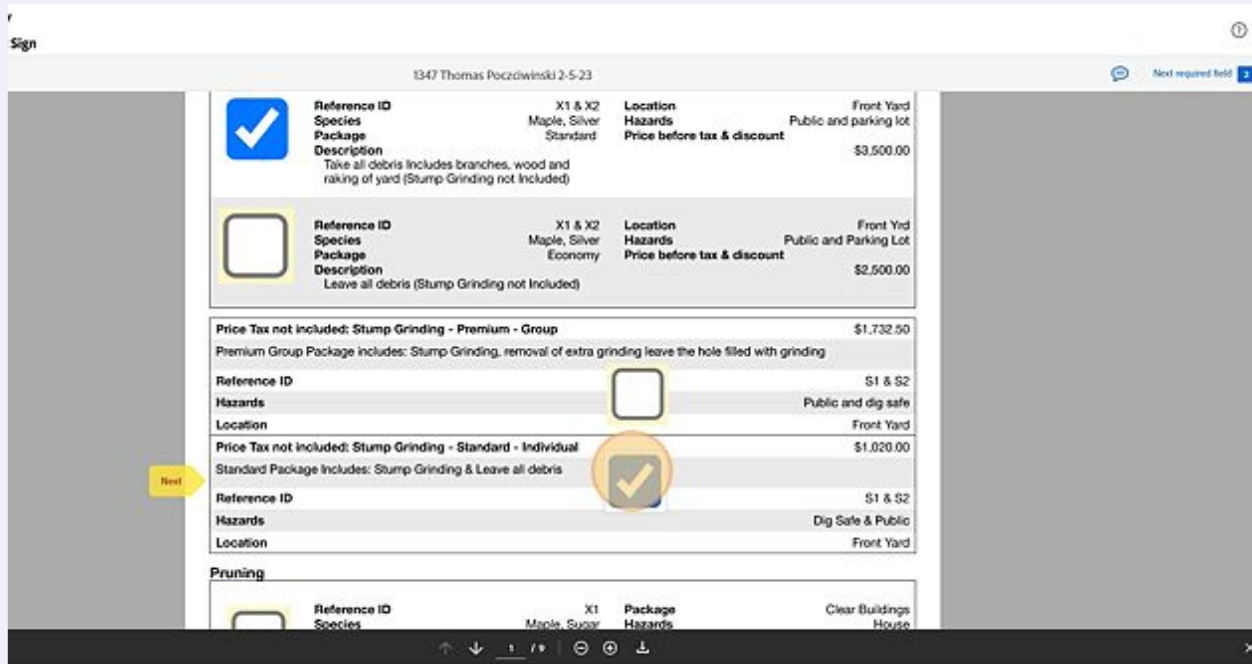


Reference ID can found on photos to ID which tree(s) are part of that option.

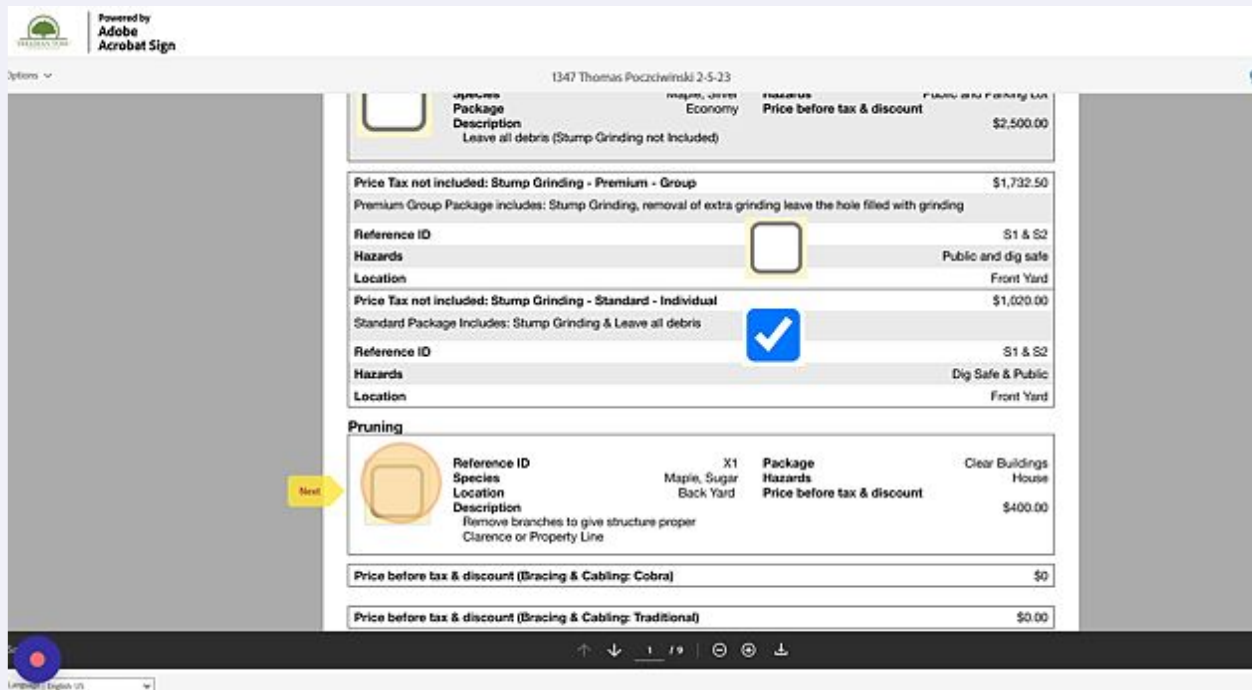


Tip! Stump Grinding options: Chose one only! Each option is a different package that includes different services and prices!

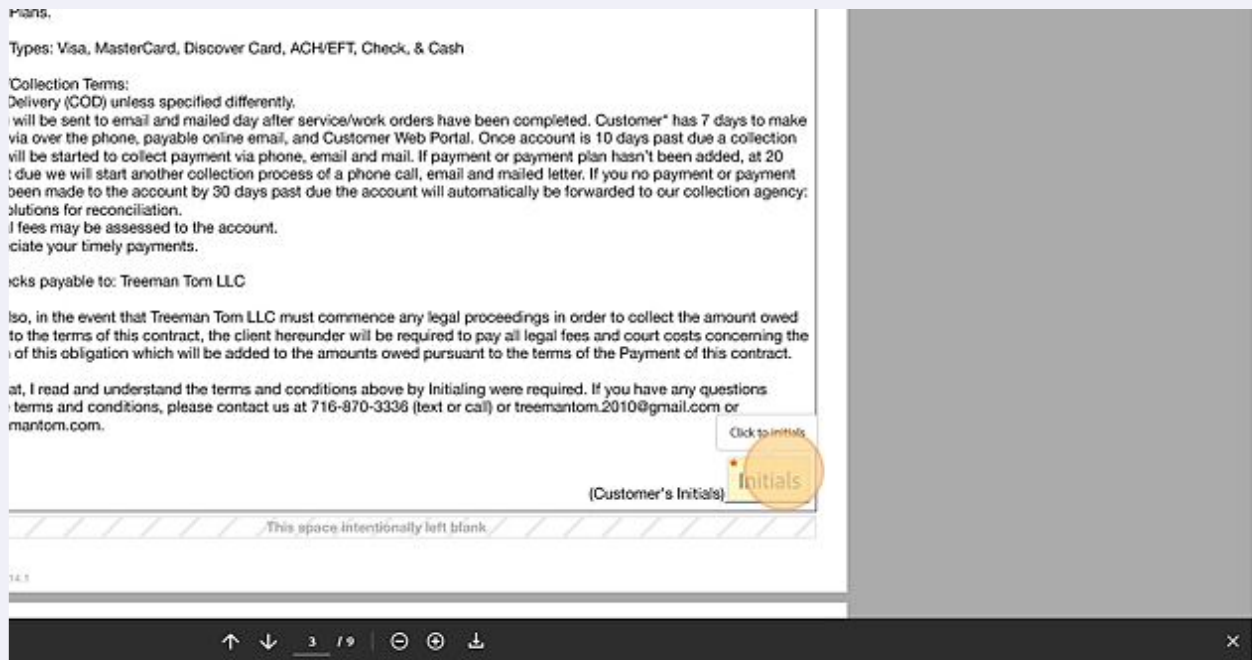
7 Click this checkbox.



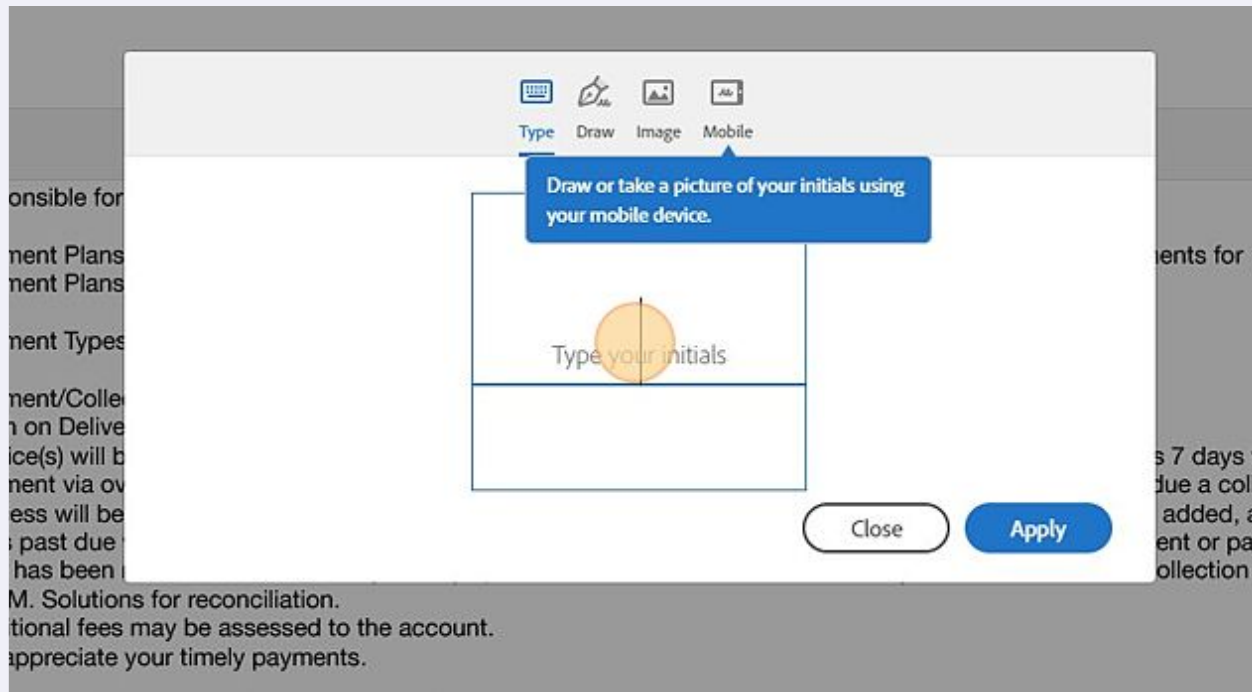
8 Click this checkbox.



## 9 Click "Click to sign required"



## 10 Click the "Type your initials" field.

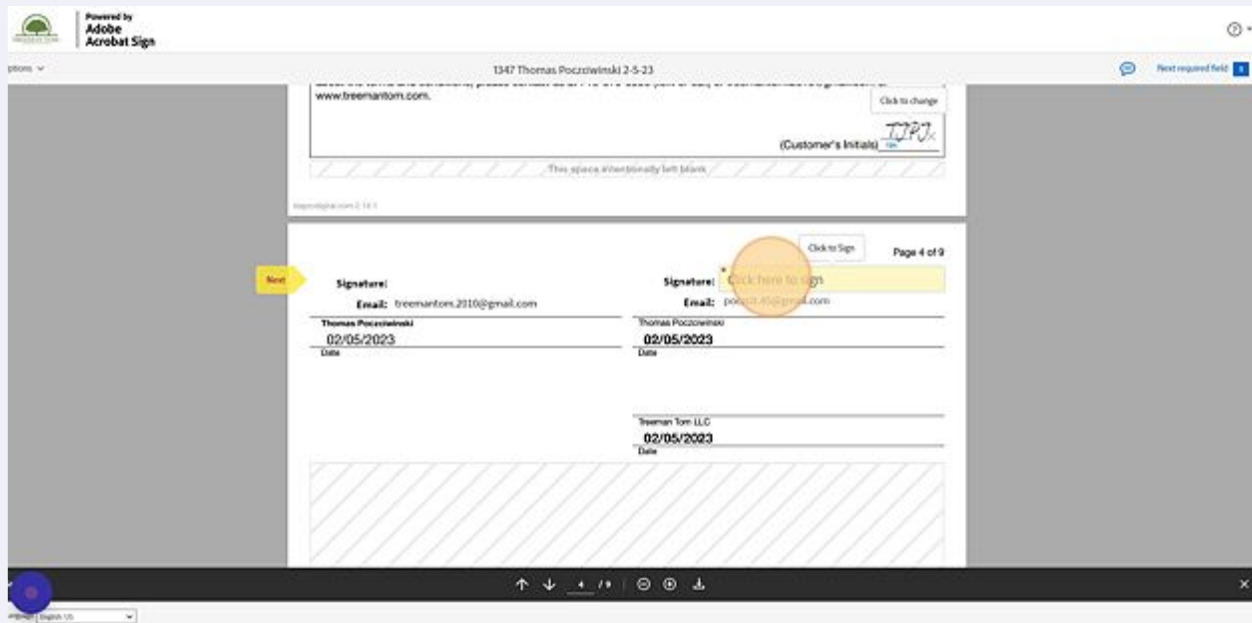


11 Type "Your Initials"

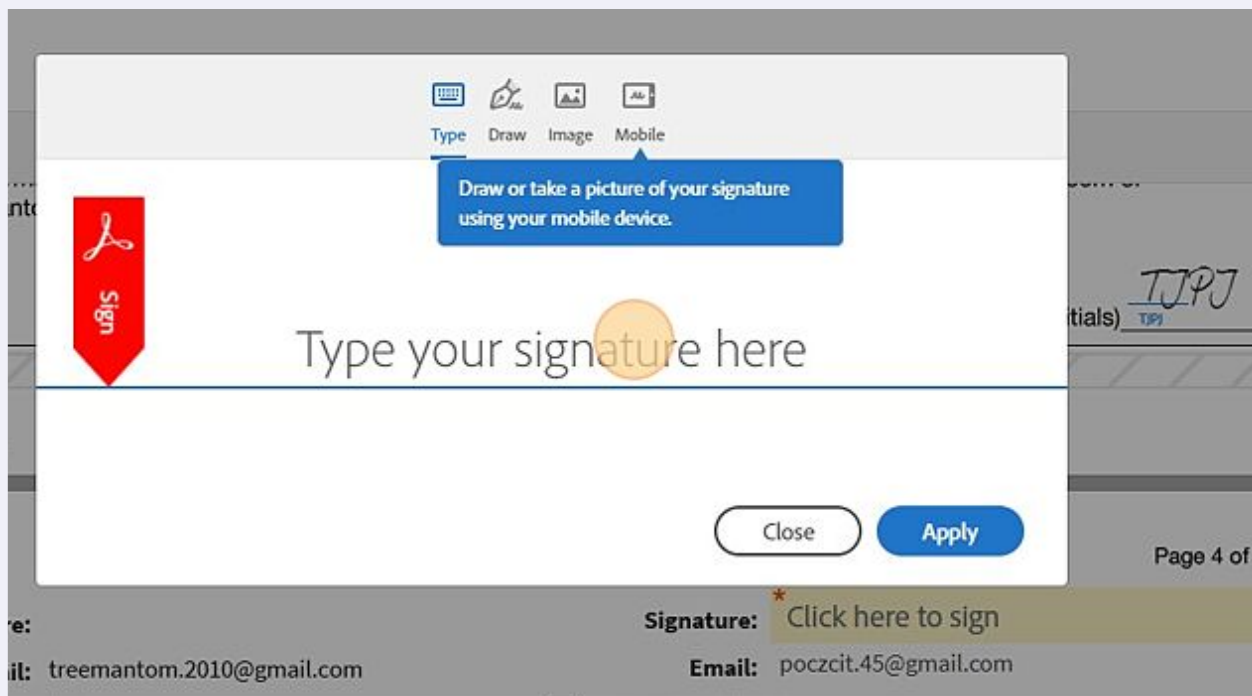
12 Click "Apply"

The screenshot shows a form with a text input field containing the handwritten initials "TJPJ". Below the input field is a "Clear" button. To the right of the input field are two buttons: "Close" and "Apply". The "Apply" button is highlighted with a yellow circle. The background of the form is dark gray. To the right of the form, there is a vertical column of text that is partially visible, including the words "ents for", "s 7 days to make", "due a collection", "added, at 20", "ent or payment", and "ollection agency:". Below the form, there is a paragraph of text that is partially visible, including the words "ount.", "LLC must commence any legal proceedings in order to collect the amount owed", "lient hereunder will be required to pay all legal fees and court costs concerning the", and "ded to the amounts owed pursuant to the terms of the Payment of this contract."

13 Click "Click to sign required"



14 Click the "Type your signature here" field.





15 Type "Your Name"

16 Click "Apply"

The screenshot shows a digital signature interface. A white text box contains the handwritten name "Thomas Poczciwinski". Below the text box are three buttons: "Close", "Apply" (highlighted with a yellow circle), and "Clear". To the right, a grey form contains a field for initials with "TJPJ" written in blue ink. Below the signature field, there is a "Signature:" label with a red asterisk and a "Click here to sign" button. Below that is an "Email:" label with the address "poczci.45@gmail.com". At the bottom, there is a "Date" field with "02/05/2023" entered. The page number "Page 4 of 9" is visible in the bottom right corner.



Check to make sure that you check marked all the correct option before signing.



Please make sure you have read through the terms and conditions. If you have any questions please feel free to contact us.

17 Click "Click to Sign"

