**Counterparts and Electronic Signatures Policy**

*\*\*Please read this information carefully and retain a copy in your chosen format for future reference.*

**Counterparts and Electronic Signatures Disclaimer**. The disclaimers listed herein outline using and accepting electronic signatures (“Electronic Signatures”) and counterparts (“Electronic Records”). This document is used to notify you of your rights pursuant to U.S. Code › Title 15 › Chapter 96 › [Subchapter I](https://www.law.cornell.edu/uscode/text/15/chapter-96/subchapter-I) › § 7001.

**Opt-in / Opt-out Procedures**. FOND clearly identifies the use of procedures to agree or deny the use of electronic records and signatures on each signature required document. To Opt-in, you must check the box next to agree, which allows you to have access to all signature required documents sent electronically via email or other designated electronic services, such as access via invitation to your company Dropbox or other cloud-related platforms. To Opt-out, you must check the box next to deny, which allows you to print all documents, sign and date by hand, and return to Belinda A. Bentley, Ph.D., CIO at bella@fondllc.com, or you may request paper documents at info@fondllc.com. All applicable requirements for record retention will be maintained by FOND and its’ Third Party Provider (DocuSign).

**Scope of Consent**. This consent document applies to all required signature documents, as well as manuals, handbooks, policy and procedure updates, and any other industry-related documentation pertaining to your contractual agreements.

**Consenting to Do Business Electronically**. Consent to do business electronically requires prior consent, outlined above, as well as access to required hardware and software capabilities. If you do not have the hardware and software required to access and retain the Electronic Records, or if you do not agree to the use of Electronic Records and Electronic Signatures, you will not be able to receive any of the above listed Scope of Consent documentation.

**Hardware and Software Requirements**. To access, electronically sign, and retain the Electronic Records, you will need to use the following computer software and hardware: A computer (PC or MAC) or other electronic device (Android, iPhone, etc.) capable of accessing the Internet, and a browser that supports at least 128-bit encryption standards, such as Microsoft® Internet Explorer, Netscape ® or Mozilla Firefox®.

**Withdrawal of Opt-in Consent**. If at any time you choose to Opt-out and deny a previously agreed electronic consent, please notify FOND immediately at info@fondllc.com. Please be advised that there are no fees associated with withdrawing consent. This request will only apply to counterparts and electronic signatures from the date of withdrawal. All previously received counterparts and electronic signatures documents will still be enforced by all applicable laws.

**Contact Information Changes**. FOND disclaims any and all liability of contact information changes when notification is not received at info@fondllc.com, or by mail to FOND LLC, 14391 Spring Hill Drive, Ste. 147, Spring Hill, Florida 34609, as it may apply to the sending of accepted counterparts and electronically signed documents. It is the sole responsibility of the receiver (“Contractor”) to notify FOND of any changes to company information.

[ ]  By checking this box, you confirm receipt of Electronic Records and Signature Policy.

[ ]  As an authorized representative, you agree to the use of Electronic Records and Signatures.

[ ]  As an authorized representative, you do not agree to the use of Electronic Records and Signatures.

To confirm you are an authorized representative, please type your name and title below, and choose a date.

Click or tap here to enter text. Click or tap to enter a date.

Click or tap here to enter text.