

SignRequest Demonstration

EXAMPLE Needs Signature: Service Agreement with MSU Extension



Tyler Tulloch | SignRequest <no-reply@signrequest.com>

To ✓ Faubert, Sarah

Reply

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Thu 11/11/2021 1:43 PM

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Contractual Services Agreement Jointly developed works 110818
(revised 103119).pdf

From: Tyler Tulloch (tullocht@msu.edu)

File name- Will be labeled with agreement number, educator's last name, partner organization for real agreement

Greetings,

On behalf of (enter primary Extension contact full name), we are contacting you about the agreement between the (enter organization name here) and Michigan State University. Please review and sign the agreement via the link provided. If you cannot sign on behalf of your organization, there is an option to forward the agreement to someone else. This option is available after accessing the agreement and selecting from the options in the upper right of the page.

A fully executed agreement will be returned to all parties upon collection of all signatures. If you have questions about the agreement, please contact MSU Extension Grant Services at MSUE.GrantServices@msu.edu.

Thank you for your partnership with MSU Extension.

This link leads to signature portal.

[Review document](#)
[Signing manual](#)



CONTRACTUAL SERVICES AGREEMENT WITH MSU EXTENSION AT
MICHIGAN STATE UNIVERSITY

Clicking the link leads to the agreement for review. The signer can scroll through and review each page before signing.

Thank you for your request for services from the MSU EXTENSION at Michigan State University.

1. **Purpose.** The University, through MSU EXTENSION, will perform the services and provide the deliverables described in Exhibit A.
2. **Payment.** You agree to pay, when you receive an invoice, according to the financial terms on Exhibit A.
3. **Confidentiality.** "Confidential Information" means any materials, written information, and data marked "Confidential" that you provide. If you provide material verbally that you want treated as confidential, you must write down that information, mark it as Confidential, and forward it to the MSU EXTENSION within 30 days of first sharing the information. Confidential Information does not include information in the public domain or independently known or obtained by the University. The University agrees to treat your Confidential Information with the same degree of care that it uses to protect its own confidential information, and, to the extent allowed by law, keep the Confidential Information confidential for a period of three (3) years from the termination date of this agreement.
4. **Intellectual Property.** Any intellectual property you provide to MSU EXTENSION will remain your intellectual property. Any intellectual property that MSU EXTENSION provides to the project will remain the intellectual property of the University. Any works jointly developed under this agreement will be jointly owned.
5. **Export Control.** You may not provide any export controlled data or materials to the University without the University agreeing in writing in advance.
6. **Termination.** Either you or the University may terminate this agreement by giving 10 days written notice to the other. You will pay all reasonable costs and non-cancelable obligations incurred by the University at the time of the termination. At your request and expense, the University will return to you or destroy all unused material



NOTE: This agreement is not fully executed until all parties have signed. Work may begin only after the agreement is signed by all parties.

MICHIGAN STATE UNIVERSITY EXTENSION
Concurrence by MICHIGAN STATE UNIVERSITY

By:

Its:

Date:

Scroll down to signature page.
Only the assigned signature line
will allow text to be entered.

MICHIGAN STATE UNIVERSITY
Contracts and Grants AUTHORIZED SIGNATURE

By: _____

Its: _____

Date: _____

PURCHASER

By: _____

Its: _____

Date: _____

NOTE: This agreement is not f
agreement is signed by all part

ay begin only after the

MICHIGAN STATE UNIVERSITY
Concurrence by MICHIGAN STA

By: _____
Signature

Its: _____
Title

Date: Nov 11, 2021

MICHIGAN STATE UNIVERSITY
Contracts and Grants AUTHOR

By: _____



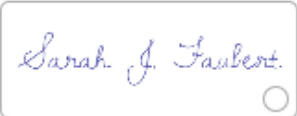

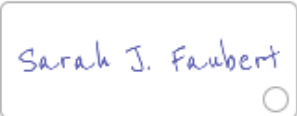
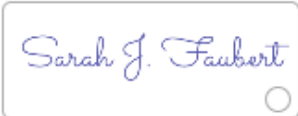

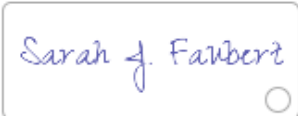
Its: _____

Date: _____

Type your Signature

Saved Type Draw Upload


Sarah J. Faubert

Cancel Save

Signers
can upload
a saved
signature,
draw with
their
mouse, or
choose a
style.

MICHIGAN STATE UNIVERSITY EXTENSION
Concurrence by MICHIGAN STATE UNIVERSITY

By: Sarah J. Faubert 

Its: Title

Date: Nov 11, 2021

MICHIGAN STATE UNIVERSITY
Contracts and Grants AUTHC

By: _____

Its: _____

A title is required on the
second line.

Add text

Add text here

Cancel

Save

Its: _____

Finalize

NOTE: This agreement is not fully executed until all parties have signed. Work may begin only after the agreement is signed by all parties.

MICHIGAN STATE UNIVERSITY EXTENSION
Concurrence by MICHIGAN STATE UNIVERSITY

By: Sarah J. Faubert

Its: Research Administrator II

Date: Nov 11, 2021

Once all info has been entered, the signer will be directed to finalize their signature.



Success

You will receive an email with the signed document and signing log after all parties have signed.

close

The signer will then see this message along the top of their screen.



SignRequest <no-reply@signrequest.com>

To ✓ Faubert, Sarah

Reply

Reply All

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Document signed

All signers receive
this email when the
document is fully
signed.

Please download the document and signing log for your own records.
All parties involved have received this email.

[Contractual Services Agreement Jointly developed works 110818 \(revised 103119\).pdf](#)

sent by
tullocht@msu.edu

If you have any questions about this document, please contact
tullocht@msu.edu

Link to download
signed agreement.

[View and download documents](#)

