DocuSign®

Top 10 Ways Growing Businesses are Creating Value with DocuSign

How DocuSign provides benefits for growing businesses in every function

Have you considered how many documents you have to sign to keep the business moving?

Sales contracts and customer forms, vendor and supplier agreements, non-disclosure forms, and documents of every kind. It adds up, takes time, and can slow the business down. Growing businesses can't be bogged down by slow, inefficient, manual paper-based processes.

DocuSign is helping small and medium-sized businesses operate more quickly, more efficiently, and at lower cost, while delighting customers with a better overall experience.

Owning and running a business

As a small or medium-sized business owner or manager, you are passionate about running and growing your business. You wear many hats across multiple functions and departments including:

– **Sales and marketing** to build customer relationships and drive revenue

– **HR** to recruit, onboard and retain top talent

– **Procurement** to manage vendor relationships

– **Finance and legal** to ensure compliance

– **Administration** to operate efficiently

In every industry, growing business managers are focused on speed, growth, scaling, and globalising. Priorities include selling more, developing scalable business processes, expanding to new geographies, and reducing costs.

Driving revenue

1/ Closing sales agreements faster

Sales contracts are often a company's most important documents, so it's important to close them quickly. They can, however, require multiple signatures which can delay closing.
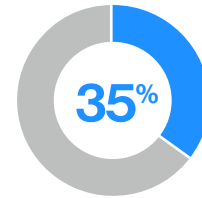
DocuSign users execute sales agreements online, closing deals faster — in hours and minutes instead of weeks and days. Companies that use DocuSign achieve higher close rates, reduced time to revenue, and improved sales rep efficiency. DocuSign provides complete visibility into where sales agreements are in the signing process, enables many sales processes to be automated, and integrates with leading CRM systems, like Salesforce®.

2/ Keeping business moving forward even when you are out of the office

Important documents are often held up by needing to wait for the right person (or people) to review, approve, and sign them. DocuSign's mobile capabilities allow business owners and managers, and their customers, to review and sign critical documents any time from any location on any device. No longer are signings delayed because of a signer's location. DocuSign gives busy managers the ability to keep the business moving.
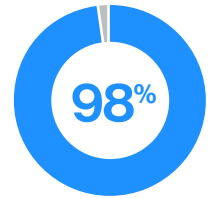
"Today [with DocuSign] we have greater confidence in our deal closure process, faster turnaround time and better visibility... DocuSign has allowed us to scale."

App Annie

35%

reduction in contract turnaround time
Sattler Insurance Agency

98%

improvement in turnaround time on transactions that require signatures, from 2 days to 1 hour
OAS Staff Federal Credit Union

"Our signers are on the go. We want to do everything through mobile — all approvals and signing. This will enable us to grow even faster."

App Annie

Building the workforce

Attracting and retaining top talent is key to success. HR processes involve multiple documents, including NDAs, background checks, and benefits forms. In many companies, new hires complete and sign 10-15 forms, and HR distributes 30-60 documents each year. Traditionally, HR documents have been paper-based, requiring printing, signing, scanning, faxing, and mailing. This is time consuming, costly, and difficult to track.

3/ Shortening the process to recruit and hire new talent

DocuSign in HR:

– Makes a great first impression on potential new hires

– Expedites recruiting and hiring by electronically delivering documents

– Makes it possible for offers to be sent, received and accepted in minutes

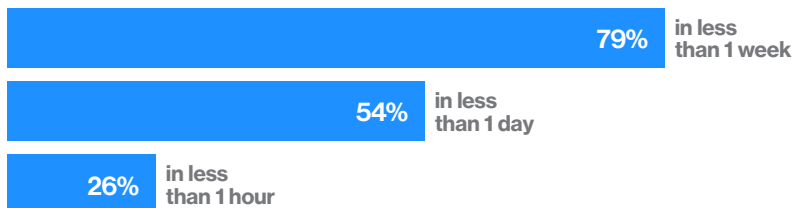## 4/ Getting employees onboarded and productive more quickly

DocuSign in HR:

– Accelerates onboarding by enabling documents to be completed electronically

– Streamlines dissemination of employee information

– Decreases costs by eliminating massive amounts of paper in HR

– Fits with a mobile, global workforce

– Provides complete visibility into the status of every HR document

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DocuSign's own experience in HR

Percentage of documents completed, signed and returned:

79% in less than 1 week

54% in less than 1 day

26% in less than 1 hour

"We've seen 100% growth in applications over the prior year and a 129% increase in revenue for the first half of the year. Much of this is attributed to efficiencies we've gained using DocuSign."

Alliance Solution Group

Managing procurement

5/ Completing and managing supplier contracts more efficiently

Growing businesses rely on relationships with suppliers and vendors, and often spend considerable time and effort managing these relationships and coordinating procurement activities. To improve procurement, companies are moving from paper-driven to fully digital workflows.

DocuSign use cases for growing businesses related to procurement include: RFP management, sole-source justifications, master service agreements, statements of work, supplier compliance, purchase order and purchasing requisitions, and NDAs.

Benefits for growing businesses of using DocuSign for procurement include:

– Simplifying and automating processes

– Executing contracts faster

– Accelerating the procure-to-pay process

– Reducing risks and costs by eliminating errors and paper

– Increasing compliance with company purchasing policies

– Improving the experience for requesters, approvers and vendors

– Being able to find all documents and having better visibility into procurement

DocuSign by the numbers

80%
Average signing turnaround time reduced by more than 80% vs paper signing process

82%
of agreements completed in one day

$36
average saved per document

"We've found enterprises slashing procurement costs by up to $50 per document and reducing contract turnaround by as much as 65 days with DocuSign."

IntelliCap

Ensuring compliance

6/ Promoting compliance and increasing security with a comprehensive digital audit trail

For any business it is essential that all agreements and documents are valid, compliant, and secure. DocuSign eSignatures are legally valid and enforceable in Australia and most countries, including the US and Europe.

Each DocuSign eSignature transaction includes a fully traceable, tamper-proof audit trail and exportable Certificate of Completion.

Meta data is created for all steps of the signing process, providing a complete audit trail showing who accessed a document, when they accessed it, from what location, and using what type of device. The level of security and amount of information is far greater than when using paper.

7/ Leveraging templates for common forms

Growing businesses often use the same types of documents for the same use cases over and over – like standard sales agreements – where only the specific details change for each agreement, but not the terms and conditions.

DocuSign provides the ability to create templates and establish specific workflows for each template. For example, businesses can create templates and workflows for specific use cases in sales, HR, procurement, and other areas. Use of templates and consistent workflows ensures compliance, eliminates the need to involve legal in most transactions, saves time, and expedites the signing process.

"DocuSign's strength in compliance was the #1 reason we adopted the company's Agreement Cloud platform."

Sattler Insurance Agency

90%

App Annie has found that five templates account for 90% of the company's use cases

Streamlining administration

Growing businesses need to operate lean and can't afford to waste valuable resources managing paperwork. DocuSign uses technology to streamline administration associated with agreements and other types of documents, saving time and money, and improving administration.

8/ Eliminating re-work associated with incomplete or incorrectly filled out paperwork

With paper records, mistakes are common. Roughly 20% of paper records are misfiled, and misfiling results in lost documents and administrative re-work. With DocuSign, one business reduced errors in documents by 40%.

9/ Eliminating the hidden costs of paper: scanning, faxing, mailing and storing

Digitising transactions eliminates the costs of printing and mailing paper, as well as the human time involved. Using DocuSign, organisations save money and dramatically improve efficiency.

10/ Getting complete visibility into the status of any agreement

DocuSign can seamlessly integrate with your existing systems, like CRM systems, HR systems, procurement systems and more. Seamless integration eliminates redundant data entry, decreases costs, and eliminates another source of errors while providing full visibility.

> "Before DocuSign, my staffers were spending time shuffling papers that now require just clicking a button. As a result I'd say they are 75% more efficient. We've also cut errors in documents by 40%, reduced paper consumption, and eliminated the need for routing and re-routing."

DocuSign customer

The benefits of DocuSign

Business leaders are juggling multiple balls, while focusing on driving value and growth. DocuSign helps make this possible by increasing efficiency and productivity, reducing costs, providing greater speed, increasing visibility, and developing scalable processes.

By shifting from paper-intensive processes to digital transactions, DocuSign reduces the number of steps in transactions, increases their speed, lowers the costs, ensures compliance, and provides complete visibility.

Instead of shuffling paper, business managers can focus on running the business.