Welcome to Legalesign Template Preparation

You can use this page to prepare and customise your documents for sending. Legalesign allows you to place a number of custom field types; from signatures and initials, to text inputs, file uploads and many more. The left sidebar shows some commonly used field types, but once placed, these can be customised further using the right sidebar.

Let's get started

The grey-edged box below is a **Text** field assigned to the document's **Sender.**

Sender Fields are completed by you, the sender, at the time of sending, allowing you to pre-sign or fill certain fields before the document reaches your first participant.

Filling these fields in now will save their values to the Template, meaning you only ever need to fill them once. If you need to give custom values each time you send the document, you can leave them blank now and fill them later during the send process.

Company Name:

The blue-edged boxes below are **Text** and **Signature** fields assigned to your first participant. You can select which participant you want to place fields for using the Participant Select Field at the top of the left sidebar.

Like Sender Fields, all participant fields can be placed and then customised to collect the necessary information from participants. Your signer, witness or approver will complete these fields when they visit the document.

Name:

Signature:

Ready to give it a go?

Click on a field above, or try Dragging your own into the space below. It's settings will appear on the right.