



# Signatures on new contracts and extensions

It is standard practice that any orders for less than £10,000 exc VAT can be contracted through the issue of a purchase order sent electronically or by post. This approach reflects the low risk involved for this value.

For higher value/higher risk contracts we normally require signatures on paper versions of the contract documents. Key health and safety documentation exchanged during the PCM process should also usually be hand-signed. Whilst offices are closed and measures for social distancing and self-isolation are in place, a relaxation of hand signatures is permitted.

It is essential that there is certainty over the content of the document and that both parties understand what is being contracted, therefore:

- The contract reference must be shown on every document and email;
- Issue PDF copies only;
- Follow the instructions in this attachment to create an electronic signature in PDF. It should be possible for anyone with the free version of Adobe Reader to do this.
- Send from a named individual's email address, i.e., [john.smith@forestryandland.gov.scot](mailto:john.smith@forestryandland.gov.scot) not [procurement@forestryandland.gov.scot](mailto:procurement@forestryandland.gov.scot). the same applies for the email account used by the Contractor when returning. This will provide evidence of the appropriate delegated purchasing authority (DPA);
- Your email should show your name and your job title and include the [FLS branded signature](#).
- Please CC your line manager to act as the Witness, the supplier need not do this if they are a sole trader;
- If health and safety documentation needs to be certified by more than one party (for example the FWM and their contractor) it is the responsibility of the FWM to provide adequate reassurance.
- Save all emails and attachments to the electronic contract file;
- Update the contract register and keep a note in the comments so that hard copies can be signed and exchanged retrospectively, when possible.

There is no change to the [levels of DPA](#) to authorise contracts.

Our Saltire page – [Terms and Conditions of Contract](#) contains copies of the contracts.

Please consider if it is essential for FLS to have a new or extended contract in place during this time.

This guidance only applies to contracts which go through Procurement processes and not for commercial leases or sales contracts.

Please refer to our [electronic signatures screenshot guide](#) to help complete these actions.