

55 Signature by Mark.—A person who cannot sign his own name must *request* some other party to do it for him. The following will illustrate the usual form:

Witness: J. C. SUMMERS.

his
WILLIAM × WINTERS.
mark

A person signing his name this way may take hold of the pen while his name is being written, or he may not; he may make his own cross or he may not, just as he wishes. There must, however, be a witness to the signature.

56 Signature by One who Cannot Read.—When a person who cannot read is executing an instrument, it is required that it be read over and explained to him in the presence of the witness, so that he may fully understand what he is doing. The witness, in signing such an instrument, should mention the fact in some such words as the following:

Signed, sealed and delivered after first having been read over and explained in the presence of	}	his WILLIAM × WINTERS. mark
J. C. SUMMERS.		

Of course for a promissory note the word "sealed" should be omitted, as a seal would destroy the negotiability of the note.

57 Witnesses to Documents.—It is not essential to the validity of any document or agreement that its execution be witnessed, except in the case of Wills, and where a person signs "by mark" as in the two preceding sections. The only object in having one or more witnesses to a lease, a deed, or bond, is to prove the execution afterwards, if required, and to comply with the requirements of the Registration Act for documents that have to be recorded.

58 Erasures and Corrections.—If any such should become necessary to make it should be done before the document is executed. In making the corrections do not use a knife or rubber, but simply draw a line through the words with pen and ink so that the original words may be clearly seen. Then write the correct words between the lines, using a caret to show where they should be read in. The witness should put his initials on the margin opposite every such correction or interlineation as evidence that they were made before the execution of the document.

59 Various Sheets.—When a document is written on more than one sheet they should be fastened together and paged before being signed. Some who are extraordinarily formal will use a ribbon and put a seal over the tie of the ribbon. The witness sometimes places his initials on each sheet and mentions the number of sheets with his signature.

60 Various Documents.—When an agreement is composed of two or more separate documents they are usually marked with the letters of the alphabet, as A, B, C, etc., and referred to as "Schedule A," "Schedule B," etc. Example: Contracts for the erection of large structures are usually accompanied by plans and specifications marked A, B, etc., which are attached to and form part of the agreement.

61 A Seal should be placed on all important contracts.

Anything affixed after the name will answer for a seal as well as a regular seal bought for the purpose.

All corporate bodies and joint stock companies are required by law to