



### **Document template with fillable fields and variables**

These document templates are fillable PDFs with interactive form fields where users can input text or select options. You can create fillable PDFs using software tools like Adobe Acrobat, PDFelement, or Sedja, which allow you to add form fields like text fields, radio buttons or checkboxes.

You can add variables that will auto-populate employee or company information stored in Factorial. **You must place the variables inside a text form field.**

You want Factorial to fill in the employee information using variables (place them into text fields).

**Name and Surname** \_\_\_\_\_  
**ID** \_\_\_\_\_  
**Position** \_\_\_\_\_

You want your employees to choose between these options (radio buttons).

**Yes**

**No**

You want your employees to select one or many options (checkboxes).

**Option 1**

**Option 2**

**Option 3**

You want your employees to sign here.

**Employee's signature**

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