

Headers, Footers & Watermarks
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With the advent of word processing programs Headers, Footers and Watermarks are now easier to use and it in fact makes your work product, appraisal / document reports look more professional.

However I see it as a safety and security measure to protect me, the client and also the reader of the report / document as well.

Watermarks:

Watermarks are designed to be used as a security and safety feature to help reduce tampering, altering and forging a document.

Remember, ***an Appraisal is in fact a Legal Binding Document*** and since you as an appraiser is in charge of preparing and producing a Legal Binding Document you need to be proactive instead of being reactive.

Why do you think the major diamond grading labs go to great lengths to protect their documents with watermarks, hologram foil printing and special tamper resistant lamination?

They simply want to protect their work product / document from being misused and abused for fraudulent reasons and purposes.

You as an appraiser need to adapt the same mind-set and protect your documents to the best of your abilities.

Important Note

USPAP requires that all of your report pages are numbered with an accumulative Total number of pages, such as (Page 4 of 10) not just (Page4) The total number of pages must be shown on each page.

Headers and Footers can be used to insert repetitive things such as name, date, report number and page number on its page.

I also use it to add a very import clause/condition to my reports

“Gibson: 1481

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If all of the pages are not present, this report is invalid for any and/or all purposes.

This is a **RESTRICTED REPORT** for ONLY the Intended Users, the Client and/or a Representative of the Client's Insurance Company.

Depending on what type of report I am doing I may change my footer clause/condition to match the type of report I have generated.

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Notes: