

# Add your logo and name to your forms

Updated 14 October 2026 · [unforged.ai/help/organisation/add-your-logo-and-name-to-your-forms](https://unforged.ai/help/organisation/add-your-logo-and-name-to-your-forms)

When you send someone a form to give their specimen signatures, it can carry your logo and name at the top, so they know who it's from and who to return it to.

## Before you start

You need to be an Owner or an Admin to change your branding.

1

### Open Branding

From **All products**, open **Organisation** and then **Branding**.

2

### Add your name

Under **Name on your forms**, use the name your customers know you by, such as Harper & Lowe. Add your address or website on the line below if you'd like it shown, then select **Save**.

3

### Upload your logo

Under **Your logo**, choose a PNG or JPEG of up to 512 KB and select **Upload**. A wide logo works best, as it prints about 4 cm wide at most.

4

### Check how it looks

The preview beside the form shows the top of your forms as you change things. Select **Download a sample form** to see a full one.

## Changing or removing it

To change your logo, upload a new one in the same place, or select **Remove logo**.

**Remove your branding** at the bottom of the page takes both the logo and the name off your forms, and you can add them again any time.

## If something goes wrong

### You can't see where to add a logo.

Save your name first, and the logo section opens up.

### Your logo won't upload.

It needs to be a PNG or JPEG under 512 KB. Most design tools can export a smaller copy that will look just as good.