

TROY Group, Inc. offers a variety of digital imaging services for TROY and Hewlett-Packard printers. Digitized signatures/logos can be provided to you on a DIMM, Card or USB. This form will guide you through the ordering process.

ORDERING DETAILS

1. Please use the latest order form: <https://www.troygroup.com/products/digitizing-service/digital-signatures-logos.html>.
2. Order processing time is 5-7 business days. Expediting is available at an additional cost.
3. Providing incomplete or incorrect information may result in production errors, delayed deliveries, and/or additional costs. Ask your sales agent for assistance to avoid ordering errors.
4. Prepayment is required for all Digital Imaging Orders. You may use a credit card or set up a credit account with TROY.
5. This form can be sent to your sales agent or the Digital Imaging Department by mail or by email.

Address: TROY Group, Inc. | 3 Bryan Drive | Wheeling, WV 26003

Email: Digitalimg@troygroup.com

6. Signatures/logos are limited to a maximum printed size of 1" X 3".
7. Contact your sales agent or our Digital Imaging Department with any questions.
1-800-332-MICR (6427) / Digitalimg@troygroup.com

ORDERING TERMINOLOGY

- **A Job or Job Number** is a record of a previous order containing all signatures/logos that were loaded onto either a single USB, CARD, or DIMM memory device. The job number can be found on a small white label attached to all TROY Digital Imaging Kits or the Digital Imaging Data Sheet that comes with every order.
- **A New Digital Imaging Signature/Logo Kit** includes the first signature/logo. All subsequent signatures/logos must be added to the order form as a separate item, with additional fees.
- **Duplicate Digital Imaging Signature/Logo Kits** are exact copies of existing jobs. Any changes that are made to a previous job requires the purchase of a new Digital Imaging Kit.
- **An Additional Signature/Logo** is a new image that has never been digitized by TROY in the past. This item is only required when a New Digital Imaging Signature/Logo Kit requires two or more images (the first image is always included with the kit). Note: This is not available as a standalone item.
- **An Image Transfer Fee** is purchased when you wish to add an existing signature/logo to a New Digital Imaging Signature/Logo Kit. When ordering this, you must specify which job each signature/logo is being transferred from in Section A of this form. Note: This is not available as a standalone item.
- **An Order Expediting Fee** (\$250 charge) will reduce order processing time to 2 business days. Freight charges are not included in the expedited cost. All expedited orders will ship ground unless an alternative shipping method is specified.
- **Installation of USB Signature** (\$195 flat fee) is available on new printer purchases only. This service is only available on printers shipping from the TROY manufacturing facility in Wheeling, WV.

SECTION B: TECHNICAL INFORMATION FORM

1. Please indicate the name of the **SOFTWARE** you are using

PeopleSoft	<input type="checkbox"/>	SAP	<input type="checkbox"/>	BI Publisher	<input type="checkbox"/>
Quadrant	<input type="checkbox"/>	Oracle	<input type="checkbox"/>	Other (please specify)	<input type="text"/>

2. Please list your **OPERATING SYSTEM**

Windows 10	<input type="checkbox"/>	Server 2012/2016/2019	<input type="checkbox"/>
Other (please specify) <input type="text"/>			

3. Please list a **TECHNICAL CONTACT**

Name	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>

4. Format Selection (If your order contains multiple signatures, you must select from one of the following formats)
Note: Block formatting combines multiple images and does not allow each signature to print separately.

For Standard Format

For Block Format

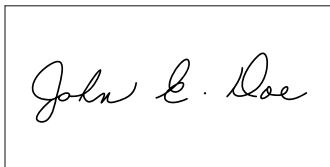


Image 1



Image 2

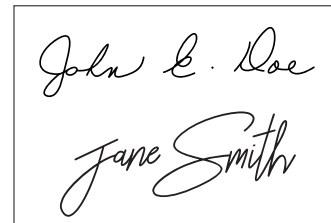


Image 1

5. Do you have a digital copy of your logo? (skip if not applicable) Yes No

If yes, please email to digitalimg@troygroup.com and include the name of your company in the subject line.
If no, please attach it to this order form.

6. Please provide any additional information or special instructions (e.g. additional job numbers, special formatting, etc.)

SECTION C: SIGNATURE FORM

Please use a separate signature sheet for each new signature. If you are purchasing block signatures, each signature will need its own Signature Form. Duplicate this form page if needed.

- Carefully review the examples shown below. **Sign only within the white space of the signature block.** If any portion of your signature falls outside the white space, it cannot be used.
- Clearly **PRINT your full name in the space provided above your signature.** Sign your name using a **fine-point BLACK felt-tip or ballpoint pen ONLY.** Other ink colors do not scan clearly.
- Please provide multiple samples of your signature.

Signature Form (Print and return completed form for signature digitizing)

Signature 1

Print Name: _____

Title: _____

Signature 2

Print Name: _____

Title: _____

Choose the best sample of your signature and place a checkmark to the left.
TROY reserves the right to select the best sample if you do not indicate a choice.

<input type="checkbox"/>	 <p>SIGN ONLY WITHIN THE WHITE SPACE ABOVE</p>
<input type="checkbox"/>	 <p>SIGN ONLY WITHIN THE WHITE SPACE ABOVE</p>
<input checked="" type="checkbox"/>	 <p>SIGN ONLY WITHIN THE WHITE SPACE ABOVE</p> <p>CORRECT ✓</p>

<input type="checkbox"/>	 <p>SIGN ONLY WITHIN THE WHITE SPACE ABOVE</p>
<input type="checkbox"/>	 <p>SIGN ONLY WITHIN THE WHITE SPACE ABOVE</p>
<input type="checkbox"/>	 <p>SIGN ONLY WITHIN THE WHITE SPACE ABOVE</p> <p>INCORRECT ✗</p>

Standard signatures will print the same size that they appear in the box where you sign. Block signatures may appear smaller.

SECTION D: BILLING & AUTHORIZATION FORM

Billing Address

Company Name PO#

Address City State ZIP

Attention Phone Email

Shipping Address *(if different from billing address)*

Company Name PO#

Address City State ZIP

Attention Phone Email

All orders will be shipped UPS ground unless otherwise specified. Please note your preference below

SHIP VIA FREIGHT ACCT# (optional)

Signature Authorization *(must be completed to process order)*

Authorized Signature Date

Authorized Name (please print)

Title Company

I hereby authorize the signatures(s) and/or logo appearing on the TROY Signature Form (Section C, Page 4 - or via email), to be digitally imaged for use on digital printing equipment. The programmed image device(s) (CARD, DIMM, or USB), including any additional programming information (when appropriate), will be delivered to an alternate address if provided above.

Check here if you have Net 30 terms established and would like to use them for payment.
If you are unsure if you have Net 30 terms, call us at 304-232-0899.

Payment Information

VISA MASTERCARD AMERICAN EXPRESS

CC# EXP. Date SEC CODE

Cardholder's Name (Please Print)

Cardholder's Signature

Billing Address of Credit Card