

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 A: PRODUCT ORDER FORM

Please specify the digital imaging product below you wish to purchase. Be sure to indicate your printer model. For additional information or pricing, please call your preferred sales associate or reseller.

Have you ordered a signature and / or logo from TROY Group before? No if no, skip questions a & b
a. Are you ordering an exact copy of a previous order? Yes No
b. If you're not ordering an exact copy, will any of the previously ordered signature(s) and/or logo(s) be included in your order today? Yes If yes, please write the names / logos with the appropriate job numbers below if no, skip to question 2
Name(s) of Signee or Logo Job Number(s)*
Please put additional details on next page.
. How many new signature(s) and/or logo(s) are you ordering today? Signature(s) Logo(s) Logo(s) Select printer type TROY HP* *Extra hardware is required for base HP / non-TROY modified printers at no additional cost to you. We will send extra hardware & instructions. Which printer model(s) are the signature(s) and/or logo(s) for? Please use the lines provided to fill in the number of signature and / or logo devices that you will need for each printer.
M404/M428 M506 M607/M608/M609 9050 M406 M507 M610/M611/M612 M806
4001/4101
on't see your printer model? Contact TROY Customer Service to discuss availability for legacy printers.
. Is a MICR Font needed? Yes No
Do you need us to expedite the production of this order? Cost \$250, Shipping not included. All expedited orders will Ship ground unless an alternative shipping method is specified.
Do you want us to install the USB signature for this order? \$195 flat fee, Available only on new printer purchases shipping from the TROY manufacturing facility in Wheeling, WV.

*The job number can be found on a label attached directly to the device and on the "Digital Image Data Sheet" that shipped with your current device. If you don't have your job number please contact techsupport@troygroup.com.



SECTION B: TECHNICAL INFORMATION FORM

Please indicate the name of the SOFTWARE you are using Quadrant	SAP Oracle	BI Publisher Other (please specify)		
2. Please list your OPERATING SYSTEM	Windows 10 Se	erver 2012/2016/2019		
3. Please list a TECHNICAL CONTACT Phone		Email		
4. Format Selection (If your order contains multiple s Note: Block formatting combines multiple images and				
For Standard F	ormat	For Block Format		
John E. Doe Image 1	Jane Smith	John E. Doe Jane Smith		
5. Do you have a digital copy of your logo? (skip if no	ot 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 spec	cial instructions (e.g. additional jol	b 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	Signature 2
Print Name:	Print Name:
Title:	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.

SIGN ONLY WITHIN THE WHITE SPACE ABOVE	SIGN ONLY WITHIN THE WHITE SPACE ABOVE
SIGN ONLY WITHIN THE WHITE SPACE ABOVE	SIGN ONLY WITHIN THE WHITE SPACE ABOVE
John E. Dae SIGN ONLY WITHIN THE WHITE SPACE ABOVE CORRECT	SIGN ONLY WITHIN THE WHITE SPACE ABOVE INCORRECT X

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				