



Before sending your request please check to ensure that you have completed the items below.

## Your Checklist

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	<b>ITEM - A</b> - Authorization Letter- Prior to proceeding with digitizing of corporate signatures, logos and check forms, we are legally obligated to receive a letter of authorization on your corporate letterhead duly signed by an officer of the corporation.
	<b>ITEM - B</b> - Scanner Alignment Form required when digitizing new signatures or logos. (Not required when requesting duplicate font SIMM/DIMM/PCMCIA Card)

<b>PLEASE REVIEW SCANNER ALIGNMENT SHEET AND MAKE SURE.....</b>	
	Black felt <b>fine tip</b> pen is used for signatures.
	Signatures <b>DO NOT! DO NOT! DO NOT!</b> exceed signature Image Block boundaries

### ORDERING POLICY AND INSTRUCTIONS FOR DIGITIZING SERVICES

1. One font SIMM/DIMM/PCMCIA Card is included with the purchase of each Printerm MICR printer or MICR upgrade kit.
2. Signatures/Logos/Forms may be digitized and placed on your font SIMM/ DIMM/PCMCIA Card at a fixed charge for each item.
3. Processing time for new SIMM/DIMM/PCMCIA Card is ten business days.
  - 48 hour expedite service is available upon request for a fee.
4. Once you have completed the necessary forms, return these documents with your purchase order to PRINTERM

151 Spinnaker Way,  
Unit 3  
Concord, Ontario  
L4K 4C3  
Canada

300 International Dr.,  
Suite 100  
Williamsville, NY  
14221  
USA

**(800) 267-8925**

[sales@printerm.com](mailto:sales@printerm.com)

[www.primterm.com](http://www.primterm.com)

Tel: (905) 660-4900

Tel: (716) 635-0797

**FAX 866-660-3453**

19800 MacArthur Blvd.,  
Suite 300  
Irvine, CA  
92612  
USA

Tel: (949)-250-3228

*Please read carefully!*  
*Please read carefully!*

**SAMPLE OF ITEM "B" WHEN COMPLETED**

This page is to assist you in filling in the Scanner Alignment Form for ordering one or more digitized font SIMM/DIMM/PCMCIA Card.

**SIGNATURE IMAGE BOXES**

- Each signature, logo or graphic is referred to as an image. It is not necessary to fill in all image blocks.

**GRAPHICS IMAGE BOXES**

- **DO NOT** allow the signature to exceed the block, if you do, the signature will be too big for check printing. If you have a graphic that will be used on the signature area of your check (eg. void stamp) you should place that graphic in the Signature Image Block to make the image compatible with other signatures. Remember to supply only original black and white camera-ready artwork.

This is a sample form showing an order from the ABC Company which is purchasing two font SIMM/ DIMM/PCMCIA Cards.

SIGNATURE IMAGE BOX 1-A

*John Smith*

PRINT NAME

John Smith

SIGNATURE IMAGE BOX 2-B

*Mary G. Black*

PRINT NAME

Mary G. Black

LOGOS GRAPHIC IMAGE

Item 1



Item 2



*Moose  
Beer*

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**SAMPLE AUTHORIZATION LETTER**  
(on your company letterhead)

Date: \_\_\_\_\_

In my capacity as \_\_\_\_\_  
*(position)*

with \_\_\_\_\_  
*(company name)*

I authorize the following signature(s)/logo(s) to be digitized for use on our MICR printing Equipment.

Item B is a copy of the actual signature(s)/logo(s) on Printerm's Scanner Alignment form.

The digitized signature(s)/logo(s) on a SIMM/DIMM/PCMCIA Card are to be delivered to the address provided below.

Regards,

Name \_\_\_\_\_

Title \_\_\_\_\_

Company Name \_\_\_\_\_

Address For Delivery \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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SCANNER ALIGNMENT FORM

ITEM - B

**IMPORTANT: DO NOT EXCEED BOX BORDERS.  
SIGN USING A BLACK FELT FINE TIP PEN**

SIGNATURE IMAGE BOX "A"



PRINT NAME BELOW

SIGNATURE IMAGE BOX "B"



PRINT NAME BELOW

SIGNATURE IMAGE BOX "C"



PRINT NAME BELOW

SIGNATURE IMAGE BOX "D"

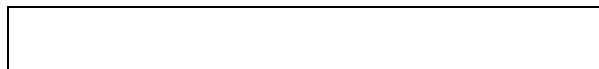


PRINT NAME BELOW

LOGO GRAPHIC IMAGE "E"



**IMPORTANT: Please specify which printer this digitizing will be used with:**



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