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## ***TROY Group, Inc. Digital Imaging Order Form***

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

### **Technical Information and Ordering Instructions:**

1. If you have any questions, please contact your reseller, or TROY Digital Imaging Administrators directly by calling (800) 332-MICR (6427), or via e-mail at [Digitalimg@troygroup.com](mailto:Digitalimg@troygroup.com).
2. Please be sure you have the most current Digital Imaging Order Form to ensure order accuracy by visiting our web site: [http://www.troygroup.com/products/digital/signature\\_logo.aspx](http://www.troygroup.com/products/digital/signature_logo.aspx)
3. Please complete all applicable steps shown below on this page as required, based on the items ordered. Also supply all requested information on each form before sending the designated pages back to TROY Group.
4. Normal order processing is 5 to 7 business days. An order can be expedited to a 2 business day order processing for an additional cost.
5. Digital Imaging orders will not be completed or may be delayed if any of the requested information on any of the returned forms is missing or incomplete.
6. **RESELLERS NOTE:** TROY Group may need to contact the customer directly to ensure customer satisfaction.
7. **Prepayment is required for all Digital Imaging Orders.** You may use your credit card or set up a credit account by contacting the TROY Digital Imaging Administrators directly at (800) 332-MICR (6427).
8. Actual freight charges are determined upon shipping. Payment terms are prepaid or NET 30 upon credit or account approval. Applicable taxes apply.
9. Documents that must be mailed back to TROY (using the address labels provided at the back of this order form) are marked with this symbol:  

10. New image orders will default to the **1 LPI** (lines per inch) image cell format. New customers, with *no* prior image format established with TROY, will have their images processed in this format, unless requested otherwise.
11. Signatures and logos are limited to a maximum printed size of 1" X 3" for the 1 LPI format product (for customers that have not had an image previously prepared by TROY) and 0.63" X 3.30" for the 6 and 8 LPI format product (for customers that have had an image previously prepared in this format by TROY). Signatures/logos that exceed the length limit can be easily accommodated by the addition of cells to the length of the image block. The height limit should be maintained if possible for the purpose of keeping the metric files standard in the event that additional signatures and logos are added later. Custom files are also available from TROY (please call for a quote).

~ If you have any questions please contact us at 1-800-332-MICR (6427) or [Digitalimg@troygroup.com](mailto:Digitalimg@troygroup.com) ~

### Section A: Product Order Form

Select the type of digital product or service you wish to purchase by marking the quantity in the appropriate box.  
ALL DEVICE PRICING INCLUDES ONE DIGITAL SIGNATURE OR LOGO.

**For HP or TROY**

1200/ 1300/ 1320/ 2015/2055/2100/ 2200/ 2300/ 2420/ 2430/ 3005/ 3015/ 4000 / 4014/ 4015/ 4050/ 4515/  
4100/ 4200/ 4250/ 4300/ 4350/ 8000/ 8100/ 8150/ 9000/ 9050 Ex, MICR and Secure printers

Item	Part Number	Description	QTY	Unit Price	Total Price
1	02-23006-001	<b>TROY Signature/ Logo Serial Bus Kit</b> (Incl. Serial Bus and one Digitized Signature or Logo for 3005/ 4014/ 4015/ 4515 printers)		\$275.00	
2	78-23005-001	<b>Exact Duplicate of an existing Serial Bus</b> -Use when ordering devices for multiple printers - (Be sure to list the serial number and/or job number of the Serial Bus to be duplicated on Section C step #6)		\$170.00	
3	02-20478-001	<b>TROY Signature/ Logo Card Kit</b> (Incl. Card and one Digitized Signature or Logo for 24x0, 4250, 4350, 9050 printers)		\$275.00	
4	78-20515-001	<b>Exact Duplicate of an existing Card</b> - Use when ordering devices for multiple printers - (Be sure to list the serial number and/or job number of the Card to be duplicated on Section C step #6)		\$170.00	
5	02-20308-001	<b>TROY Signature/ Logo DIMM Kit</b> (Incl. DIMM and one Digitized Signature or Logo for 1200, 1300, 1320, 2100, 2200, 2300, 4000, 4050, 4100, 4200, 4300, 8000, 8100, 8150, 9000 printers)		\$275.00	
6	78-18989-001	<b>Exact Duplicate of an existing DIMM</b> - Use when ordering devices for multiple printers - (Be sure to list the serial number and/or job number of the DIMM to be duplicated on Section C step #6)		\$170.00	
7	93-19754-001	<b>TROY Digital Image Email</b> (Includes one Digitized Signature or Logo)		\$275.00	
8	02-00301-001	<b>TROY MICR SIGNATURE/LOGO DDR2 KIT for 2015</b>		\$275.00	
9	02-00302-001	<b>TROY MICR 2015 Deluxe Imaging Kit</b> - Includes one image and MICR font (For use with HP LaserJet Printer)		\$454.00	
10	78-00302-001	<b>TROY Duplicate Digital Imaging Kit for 2015</b> - Use when ordering devices for multiple printers - (Be sure to list the serial number and/or job number of the DIMM to be duplicated on Section C step #6)		\$170.00	
11	02-00310-001	<b>TROY 2055 Deluxe Imaging Kit</b> – Includes one image and MICR font (For use with HP LaserJet Printer)		\$454.00	
12	02-20580-001	<b>TROY Signature or Logo Kit for 2055</b> – Includes Serial Bus Kit and one Digitized Signature or Logo for 2055 printers (For use in the <b>TROY</b> printer)		\$275.00	
13	78-00401-001	<b>TROY Duplicate Digital Imaging Kit for 2055</b> - Use when ordering devices for multiple printers - (Be sure to list the serial number and/or job number of the DIMM to be duplicated on Section C step #6)		\$170.00	
14	02-23016-001	<b>TROY SIGNATURE/LOGO SERIAL BUS KIT 3015</b> (Incl. Serial Bus and one Digitized Signature or Logo for 3015 printers)		\$275.00	
15	78-23017-001	<b>TROY Duplicate Digital / Logo Kit for 3015 Bus</b> -Use when ordering devices for multiple printers - (Be sure to list the serial number and/or job number of the Serial Bus to be duplicated on Section C step #6)		\$170.00	
16	93-16855-001	<b>Additional New Signature or Logo</b> (Use when ordering more than one signature or logo for device(s))		\$125.00	
17	79	<b>Transfer Image Fee</b> (Use if you have an image on file with TROY. Be sure to list the serial number and/or job number of your device on Section C step #6)		\$50.00	
18	75	<b>Expedite Fee</b> Reduce order processing time to 2 business days with the receipt of the completed digital order form – this does not include freight charges		\$250.00	

**Section B: Billing and Authorization Form****Billing Address**

Company Name \_\_\_\_\_ PO# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Attention \_\_\_\_\_ Telephone \_\_\_\_\_

**Shipping Address (if different from billing address)**

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Attention \_\_\_\_\_ Telephone \_\_\_\_\_

E-Mail address \_\_\_\_\_

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)**

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorizing Name (please print) \_\_\_\_\_

Title \_\_\_\_\_ Company \_\_\_\_\_

I hereby authorize the signature(s) appearing on the TROY Signature Form (Section D), to be digitally imaged for use on digital printing equipment. Attached are the actual signature(s) from Section D and any other original logo/graphic image(s) as designated on the Logo/Graphic Mounting Form (Section x) to be digitized. The programmed image device(s) (CARD, DIMM, or Serial Bus), including any additional programming information (when appropriate), will be delivered to an alternate address if provided above.

**Payment Information (If buying through a Reseller Net 30 credit account only note Reseller and PO #)****Major credit cards accepted (Please circle one):** VISA    MASTERCARD    AMERICAN EXPRESS

CC# \_\_\_\_\_ EXP. Date: \_\_\_\_\_ SEC CODE: \_\_\_\_\_

Cardholder's Name (Please Print) \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Billing Address of Credit Card \_\_\_\_\_

**Section C: Technical Information Form****Please select your printer model:**

TROY or HP1200/ 1300/ 1320/ 2015/2055/2100/ 2200/ 2300/ 2420/ 2430/ 3005/ 3015/  
4000 / 4014/ 4015/ 4050/ 4515/ 4100/ 4200/ 4250/ 4300/ 4350/ 8000/ 8100/ 8150/ 9000/  
9050

**Please provide information for the following items:**

1. **Important**, Please indicate the name of the *SOFTWARE* you are using: \_\_\_\_\_
2. Please indicate the *OPERATING SYSTEM* you are using:  Windows 95/98/ME  Windows NT4.0/2000  Other
3. Please list a *TECHNICAL CONTACT*: Name \_\_\_\_\_ Telephone \_\_\_\_\_
4. Have you ordered digital image devices from TROY Group before?  **Yes (fill out boxes below)**  **No (skip step #6)**

Image Device Serial Number				

Job Number				

5. **(Important for Ordering Duplicate Devices and Transferring Images skip if not applicable)**

If you are ordering duplicates of existing devices or have signatures or logos currently on file with TROY, please record the **SERIAL** number or **JOB** number of your previous TROY digital image device (DIMM, CARD, Serial Bus or other). **Do NOT use the printer serial number.** The **device serial number** can be found on a label attached directly to the device and on the "Digital Image Data Sheet" document that was shipped with your current image device. The **job number** can be found on the "Digital Image Data Sheet" document or on the "TROY Digital Imaging Job Tag" label.

Image Device Serial Number				

Job Number				

6. Would you like your signatures to be in Block Format? (Skip if not applicable)  **Yes**  **No**

**Note: Block format will not allow for the separate printing of signatures.**

**Example of Block Format:**

Signature One
Signature Two

7. Do you have a digital copy of your logo? (Skip if not applicable)  **Yes**  **No**  
If yes, please email to [Digitalimg@troypgroup.com](mailto:Digitalimg@troypgroup.com) and include the name of your company in the subject line.  
If no, please attach a black and white copy to this order form.

8. Any additional information or special instructions:

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## Section D: Signature Form



Please Use a separate signature sheet for each new signature.

- 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 under 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 signature samples of your signature.
- Choose the best sample of your signature and place a checkmark in the space provided above the signature block. TROY reserves the right to select the best sample of your signature if you do not indicate a choice.
- For special requests or instructions, use the Technical Information Form (Section C)

Check here if this is the best sample of your signature.



Clearly PRINT your full name in the space provided above.

Check here if this is the best sample of your signature.



Clearly PRINT your full name in the space provided above.

Check here if this is the best sample of your signature.



Clearly PRINT your full name in the space provided above.

### CORRECT EXAMPLE



The entire signature falls within the white space and the baseline (dotted line) was used correctly.

Check here if this is the best sample of your signature.



Clearly PRINT your full name in the space provided above.

### INCORRECT EXAMPLE



Portions of the letters S and g exceed the white space and the baseline (dotted line) was used incorrectly.

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### Address Labels

Cut out the following address label from this sheet and use it to ship your Digital Imaging Packet to TROY Group, Inc.

**TROY Group Inc.  
Three Bryan Drive  
Wheeling, WV 26003-6121**

**Attention: Digital Imaging Department**

**TROY Group, Inc.  
Three Bryan Drive  
Wheeling, WV 26003-6121**

**Attention: Digital Imaging Department**