
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/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:

- **Job (or Job Number)**

A Job 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.

- **New Digital Imaging Signature/Logo Kits:**

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:**

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.

- **Additional Signature/Logo**

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.

- **Image Transfer Fee:**

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.

- **Order Expediting:**

This fee will reduce order processing time to 2 business days. Freight charges are not included in the expedite cost. All expedited orders will ship ground unless an alternative shipping method is specified.

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.

1. Have you ordered a signature and/or logo from TROY Group before?

Yes No

2. Are you ordering an exact copy of a previous order?

Yes No

If yes, skip to question 4.

3. If you answered yes to Question 1, will any of the previously ordered signature(s) and/or logo(s) be included in your order today?

Yes No

If you answered yes to Question 3, in the box below, please list the name(s) of the signee or logo and the job number(s) that you would like to include in your order today. 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.

Name(s) of Signee or Logo	Job Number(s)

4. How many new signature(s) and/or logo(s) are you ordering today?

_____ Signature(s) _____ Logo(s)

5. Select printer type:

HP TROY

6. Which printers 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.

2015 _____	M401 _____	4014 _____	4515 _____	M604 _____	M608 _____
2055 _____	M402 _____	4015 _____	M601 _____	M605 _____	M609 _____
2420 _____	3005 _____	4250 _____	M602 _____	M606 _____	M806 _____
2430 _____	3015 _____	4350 _____	M603 _____	M607 _____	9050 _____
	M506 _____				

7. Is a MICR Font being used on this printer?

Yes No Don't Know

8. Is a MICR Font needed?

Yes No Don't Know

9. Do you need us to expedite the production of this order? *(All expedited orders will ship ground unless an alternative shipping method is specified)*

Yes No

Section B: Technical Information Form

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

PeopleSoft SAP BI Publisher

Quadrant Oracle

Other (Please specify): _____

2. Please list your *OPERATING SYSTEM*:

Windows 7/Vista/2008 `Windows 10

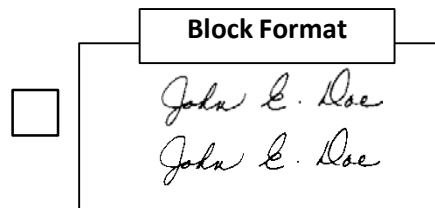
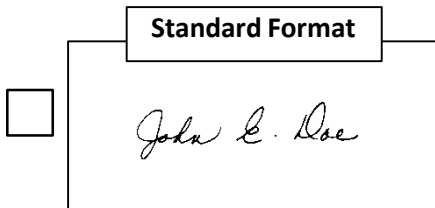
Other (Please specify): _____

3. Please list a *TECHNICAL CONTACT*: Name _____

Telephone _____ Email _____

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.



6. 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.

7. 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. Both signatures should not be signed in one of these boxes.

- 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.

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.

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

Clearly PRINT your full name in the space provided above.

CORRECT

INCORRECT

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



Section D: Billing and Authorization Form

Billing Address

Company Name _____ PO# _____
Address _____ City _____ State _____ ZIP _____
Attention _____ Telephone _____

Shipping Address (if different from billing address)

Company Name _____ PO# _____
Address _____ City _____ State _____ ZIP _____
Attention _____ Telephone _____
Email 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 signatures(s) appearing on the TROY Signature Form (Section E), to be digitally imaged for use on digital printing equipment.

Payment Information

VISA MASTERCARD AMERICAN EXPRESS
CC# _____ EXP. Date _____ SEC CODE _____
Cardholder's Name (Please Print) _____ Cardholder's Signature _____
Billing Address of Credit Card _____

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