

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 Serial Bus, DIMM, Card, or by EMAIL. 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) 633-2266, or via e-mail at 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/SecurityPrinting/Products/PrinterUpgrade/>
3. Please complete all applicable steps shown below on this page as required, based on the items ordered.
4. Be sure to supply all requested information on each form before sending the designated pages back to TROY Group.
5. Normal delivery time is 5 to 7 business days. If a rush order is required, please call in advance for an available ship date.
6. 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.
7. **RESELLERS NOTE:** TROY Group may need to contact the customer directly to ensure customer satisfaction.
8. **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 by calling (800) 633-2266.
9. Actual freight charges are determined upon shipping. Payment terms are NET 30 upon credit or account approval. Applicable taxes apply.
10. 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:



**TROY Group, Inc.
Three Bryan Drive
Wheeling, WV 26003-6121
Attention: Digital Imaging Dept.**

11. 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.
12. 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 1-800-633-2266 or 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/ 2100/ 2200/ 2300/ 2420/ 2430/ 3005/ 4000/ 4014/ 4015/ 4050/ 4100/ 4200/ 4250/ 4300/
4515/ 4350/ 8000/ 8100/ 8150/ 9000/ 9050 EX, MICR AND SECURE PRINTERS

Item	Part Number	Description	QTY	Unit Price	Total Price
1	02-23006-001	TROY Signature/ Logo Serial Bus Kit (Incl. Serial Bus and one Digitized Signature or Logo for 3005/ 4014/ 4015/ 4515 printers)		\$275.00	
2	78-23005-001	# of Duplicates of Serial Bus in above item (Use when ordering devices for multiple printers)		\$170.00	
3	78-23005-001	Exact Duplicate of an existing Serial Bus (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	
4	02-20478-001	TROY Signature/ Logo Card Kit (Incl. Card and one Digitized Signature or Logo for 24x0, 4250, 4350, 9050 printers)		\$275.00	
5	78-20515-001	# of Duplicates of Card in above item (Use when ordering devices for multiple printers)		\$170.00	
6	78-20515-001	Exact Duplicate of an existing Card (Be sure to list the serial number and/or job number of the Card to be duplicated on Section C step #6)		\$170.00	
7	02-20308-001	TROY Signature/ Logo DIMM Kit (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	
8	78-18989-001	# of Duplicates of DIMM in above item (Use when ordering devices for multiple printers)		\$170.00	
9	78-18989-001	Exact Duplicate of an existing DIMM (Be sure to list the serial number and/or job number of the DIMM to be duplicated on Section C step #6)		\$170.00	
10	02-19714-001	TROY Secure Resource Bank (Includes TROY Resource Bank Card and one Digitized Signature or Logo)		\$499.00	
11	93-19716-002	Additional TROY Resource Bank Card (Includes one Digitized Signature or Logo)		\$275.00	
12	93-19754-001	TROY Digital Image Email (Includes one Digitized Signature or Logo)		\$275.00	
13	93-16855-001	Additional New Signature or Logo (Use when ordering more than one signature or logo for device(s))		\$125.00	
14	02-00301-001	TROY MICR Digital Signature/Logo DDR 2 Kit (For Use with TROY MICR 2015 Printers)		\$275.00	
15	02-00302-001	TROY MICR 2015 Deluxe Imaging Kit (For use with HP LaserJet 2015 Printers)		\$454.00	
16	78-00302-001	TROY Duplicate Digital Imaging Kit for 2015 (For use with TROY printers)		\$170.00	
17	79	Transfer Image Fee (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	

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 signatures(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. For soft files, the files will be zipped with a password. The password will only be given by telephone to the authorizing person named above or their above named designate.

Payment Information

Major credit cards accepted (Please circle one): VISA MASTERCARD AMERICAN EXPRESS

CC# _____ EXP. Date: _____

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 HP 1200/ 1300/ 1320/ 2015/ 2100/ 2200/ 2300/ 2420/ 2430/ 3005/ 4000/ 4014/ 4015/
4050/ 4100/ 4200/ 4250/ 4300/ 4515/ 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
<input type="text"/>

Job Number
<input type="text"/>

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
<input type="text"/>

Job Number
<input type="text"/>

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@troygroup.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: _____

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.

▼
▼
▼

SIGN ONLY WITHIN THE WHITE SPACE ABOVE

Clearly PRINT your full name in the space provided above.

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

▼
▼
▼

SIGN ONLY WITHIN THE WHITE SPACE ABOVE

Clearly PRINT your full name in the space provided above.

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

▼
▼
▼

SIGN ONLY WITHIN THE WHITE SPACE ABOVE

Clearly PRINT your full name in the space provided above.

CORRECT EXAMPLE

Signature

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.

▼
▼
▼

SIGN ONLY WITHIN THE WHITE SPACE ABOVE

Clearly PRINT your full name in the space provided above.

INCORRECT EXAMPLE

Signature

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

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

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