

Signature Matrix Order & Authorization Form

Please complete each section of this form. Providing the information below prevents delays in your order.

1. Contact & Ordering Information

Company Name: _____

Contact Person: _____ Phone: _____

Fax: _____ E-mail: _____

Shipping Address: _____

City, State, Zip: _____

Billing Address: _____

City, State, Zip: _____

2. Signature Authorization

Check one of the following and sign.

- a) The signature or phrase is mine;
 b) I am the authorized representative of the owner of the signature and have been authorized to obtain the requested signature file;
 c) I have been authorized to obtain the signature file or have the permission to do so from the estate or heirs of the owner of the signature;

 **Authorized Signature**

<p>3. Signature Conversion</p> <p>Select service time</p> <p><input type="checkbox"/> 7 Business Day \$159.00 <input type="checkbox"/> 3 Business Day Service \$179.00 <input type="checkbox"/> 1 Business Day Service \$199.00 <input type="checkbox"/> Same Day Expedite \$250.00</p> <p>Orders after 1 pm may be processed next day.</p>	<p>4. Shipping</p> <p>UPS Shipping Charges are prepaid and added to invoice.</p> <p><input type="checkbox"/> Ground (1-6 days) <input type="checkbox"/> 2 Day <input type="checkbox"/> Overnight <input type="checkbox"/> On Customer Account#</p> <p>Add Shipping time to service time.</p>	<p>5. Payment Information</p> <p>Payment: <input type="checkbox"/> Invoice <input type="checkbox"/> Credit Card (CC)</p> <p>CC #: _____</p> <p>Exp. Date: _____ Security Code: _____</p> <p>Cardholder: _____</p> <p><small>All Prices are in US Funds. Prices Subject to Change Without Notice</small></p>
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Please sign in the ovals provided below. Mark the desired sample in the box provided.

Please print name for sample below: _____

Model: _____ Serial # _____

A. **Inverted (signing upside down)** **B.**

TIPS FOR A BETTER SIGNATURE

 Electronic files (.tif, .pdf) should be 300 dpi or greater and include length and height measurements.

 Large documents/materials may require the signature be written upside down. (inverted).

 Sign with the same pen that will be used in your machine.

Following these guidelines will result in a better operating, smoother writing, longer lasting signature recording.