Signature and Logo Product Order Form and Instructions

Due to the complexity of developing signature and logo products, a fully completed order form is necessary in order to process and build your product. Please call **661-257-5571** with any questions.

For Signatures:

- Sign original signatures, on white copy paper, with a black, fine tip felt pen. Make sure the signatures are solid with no skips or broken lines. Please do not use a ballpoint pen.

- If you want two signatures to print together please sign them together exactly how you want them to look when they print. When we scan them together as one image you will only be charged for one signature.

Example:

- If you plan on using your signature(s)/logo(s) for check writing, be sure to use your check as a template to get the correct size. For bitmapped products, the signature(s) will print in the exact submitted size.

- The maximum size is ¾ inches high by 2 ¾ inches wide. Please find the template box below. If you are using the box please keep signature(s) within the lines.

For Logos:

- Please provide a black camera – ready artwork of your logo(s) on slick white paper.
- No gray-scaling, shadowing or color logos allowed.
- For bitmapped logos the artwork needs to be the exact size you want your logo to print. The maximum size is 1 ¼ inches high by 2 ½ inches wide.
- For scalable logos please call 661-257-5571 to obtain approval of artwork.

Product Descriptions:

DIMM
Dual Inline Memory Module. This media fits HP LaserJet 1200, 1300, 2100, 2200, 2300, 2500, 3200, 3300, 4000, 4100, 4200, 4300, 4500, 4600, 5000, 5100, 5500, 8000, 8100, 8500, 9000 & 9500 series printers with DIMM slots. It is a memory chip and installs into the LaserJet printer just like extra memory. Instead of containing open memory, it will contain the signature or logo images. Once installed, the DIMM is designed to stay inside the printer. It should not be removed and inserted again, unless it is absolutely necessary (moving it permanently into another printer), because the DIMM may become damaged over time. **Please note that the LaserJet 1200, 1300, 2200, 2300, 3200 and 3300 series printers take special Reversed-Bit DIMMs that will not work in other types of LaserJet printers.**

Flash Card
This media works in the HP LaserJet 2400 series, 4250, 4345mfp, 4350, 4650, 5550, 9040, 9040mfp, 9050, 9050mfp & 9500mfp printers. If the installation instructions (found in the printer user's guide) are followed, the Flash Card can be removed and locked up between print jobs to provide added security. The Flash Card's component pieces are encased in plastic and metal, making the card more durable than a DIMM.

Soft Font (CD-ROM)
This media will work in any HP LaserJet printer. This compact disk is used to download the signature or logo images to the printer's memory. The images are held in the memory until the printer is powered off. The next time the printer is powered on the images will have to be downloaded again.

USB
This media will work in HP LaserJet 3000, P3005, M3035MFP, CP3505, CP3525, CP3800, CM3530MFP, P4014, P4015, M4345MFP, P4510, P4515, CM4730MFP, M5035MFP, CP6015, CM6030, CM6040, CM8000MFP, CM8050MFP, CM8060MFP, M9040MFP, M9050MFP. This is an <u>internal</u> USB that is put into the printer in the same area that DIMMs and Flash memory used to go.

Bitmapped Signature/Logo
The artwork is scanned and the image is burned onto a DIMM, Flash Card, Soft Font or USB. The printed image will be the same size as the artwork that was submitted. Bitmapped signature and logo products use escape sequences or character mappings to trigger the images to print.

Scalable Signature/Logo
This format is more versatile than the bitmapped option because the size of the print image can be varied from a point size of 2 up to a point size of 200. Scalable signatures and logos are only available on CD-ROMs. The images are installed on the PC only, not on the printer's memory. The images are triggered in Windows based applications (i.e. Microsoft Word), and no escape sequences are associated with them.

MICR

MICR stands for Magnetic Ink Character Recognition. This is the E-13B character set that allows printing of the numbers and characters on the bottom of checks. MICR technology is used in the banking industry because it allows for very fast and reliable check. The MICR font is bitmapped and is triggered by an escape sequence only.

Product Pricing:

First Time Order of Signature(s)/Logo(s)

Scalable Signature (CD)	$399.00
Scalable Logo (CD)	$499.00
Bitmapped Signature or Logo DIMM, Flash Memory Card, Soft Font (CD) or USB	$299.00
Bitmapped Signature or Logo DIMM, Flash Memory Card, Soft Font (CD) or USB with MICR	$498.00
Additional Logos	$150.00 each
Additional Signatures	$100.00 each

Duplicate Products (no change to product)

Scalable or Soft Font (CD)	$229.00
DIMM, Flash Memory Card or USB	$279.00
Duplicate Containing MICR	Add $130.00 to reorder price.

PAYMENT METHODS:

Purchase Order: Please attach a PO when using the mail order form

Credit Card: An HP LaserJet Font Solutions agent will call for a Visa, Master Card, Discover or American Express number.

<u>How to place an order</u>:

You may place an order for a custom signature or logo font product by completing and **mailing this form**, along with the appropriate **artwork** and **payment method** to:

HP LaserJet Font Solutions
Attn: Front Desk
29011 Commerce Center Dr.
Valencia, CA 91355

Please allow 7-10 working days for delivery of custom font products. If you are ordering multiple quantities of the same part, the first one will be sent to you and the remaining quantity will be held pending product approval (Product approval form will be sent with the product). If you have any questions or you need any help completing this form, please call an HP LaserJet Font Solutions agent at **661-257-5571.**

Please select the product(s) you would like to order.

__DIMM
__Flash Memory Card
__Soft Font
__USB
__MICR

How many images do you want on this product?

Signature(s) ___qty Logo(s) ___qty

Do you have a previously ordered HP custom product?
__No
__Yes Please provide Part number 36596 _____ _____ proceed to steps A-C

A. Are you adding or replacing an image from the previous product? __Add
__Replace
B. Which image are you replacing? _____
C. Was your previous product ordered within the last two years?
__ Yes HP LaserJet Font Solutions retains electronic images for 2 years.
__ No if your previous product is over 2 years old we will not be able to match your old escape sequence, character mapping and/or positioning. You will need to re-submit artwork for all images (that you want on this product) to be scanned and you will be charged full price for all images on the new product.

Note: You will be required to modify your program file to utilize this and future signature and logo products. Please consult your software vendor for help in using this signature and logo product within your software application.

What Operating System are you using? _____

What Software are you using? _____

What is the Model of HP LaserJet printer?

(example: LJ4100DN)_____

Information:

Date:

Buyers Name: _____

Phone, fax, email: _____

Technical Contact: _____

Phone, fax, email: _____

Company: _____

Ship to Address: _____

Attn to: _____

City, State, & Zip: _____

Bill to Address: _____

City, State, & Zip: _____

Product Number*	Description	Quantity	Price Each	Total
_____	_____	_____	_____	_____
_____	_____	_____	$_____	$_____
_____	_____	_____	$_____	$_____
_____	_____	_____	$_____	$_____
_____	_____	_____	$_____	$_____
			Subtotal:	$_____
			Tax:	$_____
			Total:	$_____

* Leave the part number blank if first time order of product. HP LaserJet Font Solutions will assign the part number when the product is built.

Note: Adding images to or replacing images from your previously ordered signature and logo font product will result in a new part number being generated for the new product.