

Check Signature/Logo Request Template

Company Code:	Company Name:	Current Date:
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Using BLACK INK, please place signature inside ALL THREE boxes.

CORRECT	INCORRECT
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>John A. Smith</i> </div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>John A. Smith</i> </div>
<div style="border: 1px solid black; width: 300px; height: 30px; margin: 10px auto;"></div>	
<div style="border: 1px solid black; width: 300px; height: 30px; margin: 10px auto;"></div>	
<div style="border: 1px solid black; width: 300px; height: 30px; margin: 10px auto;"></div>	

Above Signature (printed): _____

Company Name: _____

Check Form: _____

Date: _____

Company and Bank Logos:

Please Note: All company/bank logos must be submitted in black/white format; if larger than maximum size(s) indicated below, logo will be reduced to fit the space allowed.

Logo Type	Max Dimensions (W x H)
Company logo with Company Name/Address included	4" x 1-1/2"
Company logo only	1-1/2" x 1-1/2"
Bank logo	3/4" x 3/4"

Check all that apply:

Company logo attached Bank logo attached

BILLING CHARGES:			
Signature Setup -	Charge \$	_____	Date Billed: _____
Logo Setup -	Charge \$	_____	Date Billed: _____