

PrintBoss Signature Order Form

Wellspring Software can create a secure signature file and an associated media device that when used together will print the signature on checks. The signature file is readable only by PrintBoss. Each signature is encrypted and assigned a code. The same code can be assigned to 1, 2 or more signatures. The code is also embedded on the media device. The signature(s) will print when the code in the signature file matches the code on the associated media. Use this form to order your signature file and media.



Email Form To: orders@wellspringsoftware.com OR

MAIL THIS FORM WITH ORIGINAL SIGNATURE(S). DO NOT FAX. ORIGINAL SIGNATURE IS REQUIRED FOR SCANNING.

Bill To: _____ Contact: _____ Company Address: _____ Email (required): _____ PrintBoss Serial # (required): _____ Phone: _____ Payment Information: All signatures REQUIRE prepayment in order to process. <input type="checkbox"/> Send Payment Link <input type="checkbox"/> Check Enclosed <input type="checkbox"/> Credit Card (MC, VISA, DISCOVER, AMEX) CC. #: _____ CV _____ Exp Date: _____ Card Name: _____ Authorized Signature: _____ Credit Card Billing Address: _____	Ship To: _____ Contact: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Country _____ Phone: (____) _____ Fax: (____) _____ Commercial Address? Y ____ N ____
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Sign in the box provided below. Use a BLACK pen with a THIN point.

Please do not allow any part of the signature to touch the boundary lines. Please print the name below the box.

Sig A		Sig B	
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Print Signature Name: _____

Print Signature Name: _____

PLEASE SIGN BELOW FOR FINAL AUTHORIZATION TO CREATE SIGNATURE. FORM CANNOT BE PROCESSED WITHOUT CONSENT.

(Authorized representative certifying authority of Signature A and/or Signature B to sign checks)

Approved by (print): _____ **Signature:** _____

Maximum dollar limits may be set for each signature within your PrintBoss software. Call 636-527-6100 if you have questions about how to set these limits. Signatures will be assigned a code. Please check the appropriate description. Orders cannot be processed without this information.

_____ Signature(s) have never been coded before and will have its own USB/CD.

_____ Signatures A & B will ALWAYS print together on a check.

_____ Signature A will ALWAYS print on a check with an existing coded signature. Existing Code (or Name): _____

** To "RECODE" an existing signature, please fill out this form - price is also \$90.00 per signature.*

For a duplicate signature, please fill out the "Duplicate Signature Form" on our website (price is \$30.00 each). This form is for new signatures only. <http://www.wellspringsoftware.com/Commerce/Products/signaturedisks.aspx> - "Duplicate Signature Form"

	Signature Media / Quantity	Cost of Sig File and Media	Total
Sig A	New File = \$90.00 Preferred Media = \$15.00 each	Each new signature is \$90.00 each, and each preferred media is \$15.00 each (\$105 total). Additional media is \$15.00/media (No cost for email). Please check below which media preferred - (1) CD or (1) USB or EMAIL. <input type="checkbox"/> CD Qty: ____ OR <input type="checkbox"/> USB Qty: ____ OR <input type="checkbox"/> EMAIL	\$105.00 _____ _____
Sig B	New File = \$90.00 Preferred Media = \$15.00 each	Second signature is \$90.00. Additional media is \$15.00/media (No cost for email). <input type="checkbox"/> CD Qty: ____ OR <input type="checkbox"/> USB Qty: ____ OR <input type="checkbox"/> EMAIL	_____ _____
CAN	Canadian Customers FedEx Option	<i>For all Canadian customers, check box if prefer FedEx Ground (additional taxes & fees apply), otherwise we ship USPS to Canada.</i> <input type="checkbox"/> FedEx Ground (NC with Email)	
Rush	24-hour turnaround = \$100 <i>(Overnight shipping not included)</i>	<i>"Rush" option fee includes processing signature(s) within 24-hours. This fee does not include expedited shipping. Standard shipping rates apply unless indicated below.</i> <input type="checkbox"/> RUSH \$100 <input type="checkbox"/> Overnight Shipping (call 800-600-6861 to request quote)	_____ _____

• MO & NC Residents charged Tax - please contact us if questions

• All Prices are in USD (US Dollars)

Note: Prices are subject to change without notice. Last Updated March 2024

U.S. Ground Delivery*: \$ 15.00

Grand Total: _____