Signature Order Form

Company Name

Instructions

This form is used to supply us with three examples of up to two signatures. These will automatically print on your paychecks, tax checks, garnishment check and manual checks unless we are impounding your money for payroll.

To insure good results, use a black medium point pen. Each signature must be crisp, dark and slightly heavier than normal.

Corners and lines have are to insure that the signature will fit in the area on the check. Do not let your signature go outside the corners delineating the signature area - it cannot be scanned.

Signature samples must be provided three times, one signature in each box.

Signature 1	Signature 2