

**Form**

# HP Custom Fonts Worksheet and Order Form



**How to place an order:**

1. Complete this **HP Custom Font Worksheet and Order Form**.
2. Send the worksheet, order form and any high-resolution artwork.

Email to: [ljfonts@arvato.com](mailto:ljfonts@arvato.com)

Please allow 7–10 working days for delivery of custom font products from receipt of acceptable artwork. If you have any questions or you need any help completing the HP Custom Font Worksheet or Order Form, please visit [hp.com/go/laserjetfonts](http://hp.com/go/laserjetfonts) or call an HP LaserJet Font Solutions agent at 661-257-5571 between 9:00am and 6:00pm ET.

**Instructions for HP Custom Logos:**

1. Email a black and white high resolution logo file. Many commonly used formats are supported (.tiff, .jpg, .pdf, .eps).
2. Gray-scaling, shadowing or color logos can be processed by contacting us to discuss requirements.
3. For scalable logos please call 661-257-5571 to obtain approval of artwork.

**Instructions and worksheet for HP Custom Signatures:**

For check writing, use your check as a template for the correct signature size. The typical size is ¾ inches high by 2 ¾ inches wide. Bitmapped custom signatures will print exactly as the size submitted.

1. Sign both signature boxes below. We will scan both samples to determine which sample produces the best final image. Use a black medium point pen and sign exactly as you want your signature(s) to appear.
  - Signature should not touch the box lines.
  - Make sure the signatures are solid with no skips or broken lines.
  - For dual signatures that do not fit in the box, please sign both names exactly as you want them to appear on white paper.
2. Print the signature name(s).
3. If you are currently using an HP Custom Font device, please provide the following documents:

- a. Example of how the check currently prints (mark void across the check).
- b. Example of check printed on the same printer without the Font device installed. This allows us to verify the signature placement and special character to call the signature.
- c. PCL font list from current HP printer. The PCL font list is available through the printer configuration panel or embedded web server.

Signature example

Sign signature box 1

Sign signature box 2

Please print:

Signature name(s) \_\_\_\_\_

Company name \_\_\_\_\_

**Order form and pricing:**

<b>HP Custom Fonts</b>	<b>Price</b>	<b>Qty</b>	<b>Total</b>
Bitmapped (fixed size) signature or logo			
Bitmapped signature or logo with MICR			
Scalable signature			
Scalable logo			
Additional signatures	/each		
Additional logos	/each		
Duplicate signature or logo products (additional units with same signatures and logo).*			
Duplicate signature or logo products with MICR (additional units with same signatures and logo).*			
		<b>Total</b>	

\* Duplicate product pricing available on same order with standard custom font order.

\*\* Applicable taxes will be added when the order is processed. If you are tax exempt, please enter your tax exempt number.

Tax exempt number\*\* \_\_\_\_\_

**Additional information:**

1. Are you adding or replacing an image from a previous order?                      Add                      Replace                      N/A

• Which image are you replacing? \_\_\_\_\_

• What is the original HP Part Number (if known)? \_\_\_\_\_

2. Are you currently using an external font box attached to your printer?                      Yes                      No

3. What is the model of HP LaserJet printer? (e.g. LaserJet P4515) \_\_\_\_\_

4. Are you ordering Soft Fonts? If so, please indicate:

Soft Font (loads in printer RAM)

True Type Font (loads in Windows applications)

N/A

5. What Operating System are you using?

Windows® Server 2008

Windows Vista®

Windows 7

32 bit      64 bit

Windows® XP

Others \_\_\_\_\_

6. Please indicate which applications you currently use while printing:

SAP

Crystal Reports

Peoplesoft

Financials: running Crystal Reports

HR/Payroll: SQR

Others \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Ship to address: \_\_\_\_\_

Attention to: \_\_\_\_\_

City, State and ZIP: \_\_\_\_\_

Bill to address: \_\_\_\_\_

City, State and ZIP: \_\_\_\_\_

**Buyer information:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Technical contact information:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Payment methods:**

- Purchase Order: A valid HP account number must be provided with all purchase orders.
- Credit Card: An HP LaserJet Font Solutions agent will call for a Visa, Master Card or American Express number.

