

## SIGNATURE SPECIMEN FORM FOR HE, EDP AND DI SERIES

Sales Code: \_\_\_\_\_ Authorized Distributor's Signature \_\_\_\_\_

PO # for Inquiry: \_\_\_\_\_ Type of Turnaround Desired: 24 Hrs. Priority 1 Economy

Ship To: Distributor Customer

**ORDER WILL NOT BE PROCESSED WITHOUT CUSTOMER INFORMATION**

Official to whom Plate(s) should be sent to: \_\_\_\_\_

Firm Name \_\_\_\_\_

Address (no PO boxes): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Model		EPROM/DISKETTE INFORMATION			
HE1500/2500		Item Required	Prefix Information: Maximum of two prefixes for HE2500/2600, three prefixes for HE1500/1600 & five prefixes for HE1700.		
HE1600/2600	New Eprom or Disk		Prefix #2	Prefix #4	
HE1700		Duplicate Eprom or Disk			
PC8000		Serial / Order #:			
EDP1000/2000		Prefix #1	Prefix #3	Prefix #5	
EDP3000/3600 or EDPPLUS					
DI100		Identifier Information: Use the box below to provide the identifier which will appear on all reports. Maximum of 32 characters including spaces and punctuation. Not required for HE1700.			
DI50					
Quantity:					

**Note:** Two Plates required for EDP3000/3600, EDPPLUS & DI100 Models. For duplicate order, please furnish order Or invoice # of previous order:  
 Two Plates required for EDP1000/2000 Models when signing 3.5" documents.

### SIGNATURE INFORMATION

**Instructions:** One signature per box. Please provide printed name for all signatures provided. In the case of Multiple Signatures, indicate below by utilizing the number to the left of each specimen to indicate the appropriate signature position. For eproms or disks, each signature will be considered single unless specified. Titles will be added to imprint unless otherwise specified. Legends will be added above signature unless otherwise specified.

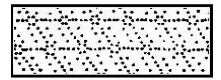
**Please indicate below if background or UV legend is required:**

**For Multiple Signatures Only**

Top Sig. _____	Top Sig. _____	Top Sig. _____
Middle Sig. _____	Middle Sig. _____	Middle Sig. _____
Bottom Sig. _____	Bottom Sig. _____	Bottom Sig. _____

(3)

Print Name: \_\_\_\_\_  
 Title/Legend (if required): \_\_\_\_\_

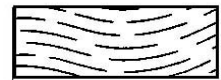


(1)

Print Name: \_\_\_\_\_  
 Title/Legend (if required): \_\_\_\_\_

(4)

Print Name: \_\_\_\_\_  
 Title/Legend (if required): \_\_\_\_\_



(2)

Print Name: \_\_\_\_\_  
 Title/Legend (if required): \_\_\_\_\_

(5)

Print Name: \_\_\_\_\_  
 Title/Legend (if required): \_\_\_\_\_



Standard UV Legend for use with fluorescent ink roll.

# PLATE CONFIGURATION

**INSTRUCTIONS:**

- One form for each unique set of plate(s) or EPROM
- Be sure all appropriate information has been completed on both sides of this form.
- all appropriate information must Be confined within spaces outlined.
- Please note any specific size requirements in the "Special Instructions" box.
- We will retain reorder and reference information for 24 months.
- Customer must provide Hedman order number for all plate reorders.
- Customer may provide either Hedman order number or serial number for all duplicate EPROM reorders.

**\*NOTE: When ordering DI Validator Plates, customer must submit "Specimen Sheet" and "Validator Layout Sheet".**

## EDP/DI PLATE AND PATCH OPTIONS

Model	Imprint Type	Dating/Numbering Options	Dater/Numbering Configuration
EDP1000/2000	Signature or Endorsement Plate	Available on DI100 & DI50	
		Dating	Holder Mounted
EDP3000/3600 or EDPPLUS	Signature or Endorsement Patch	(Dater Assembly not Included)	
		Batch Numbering	
DI100		Available on DI100 Only	
DI50	*Transcript Validating	Dating and Batch Numbering <b>(Plate Mounted Only)</b>	Plate Mounted
	Crash Imprint		Replacement Plate for Plate Mounted Dater

### EDP SERIES ONLY

- Please indicate in the signature box below the proper mounting position.
- If a logo is included, please indicate the relative location.

Paper Direction ↑

Logo

Signature

Logo

**Please affix Logo, Seal, Endorsement or Non-Standard Artwork in the space below.**

### DI SERIES ONLY

- Please indicate the proper mounting position in the layout box below .

Paper Direction ↓

**Special Instructions:**

Standard DI50 Endorsement

Paper Direction ↓

May 10, 2002

5555-555555

XYZ COMPANY

FOR DEPOSIT ONLY

ABC BANK

PAY TO THE ORDER OF

Standard DI100 Endorsement

Paper Direction ↓

May 10, 2002

PAY TO THE ORDER OF

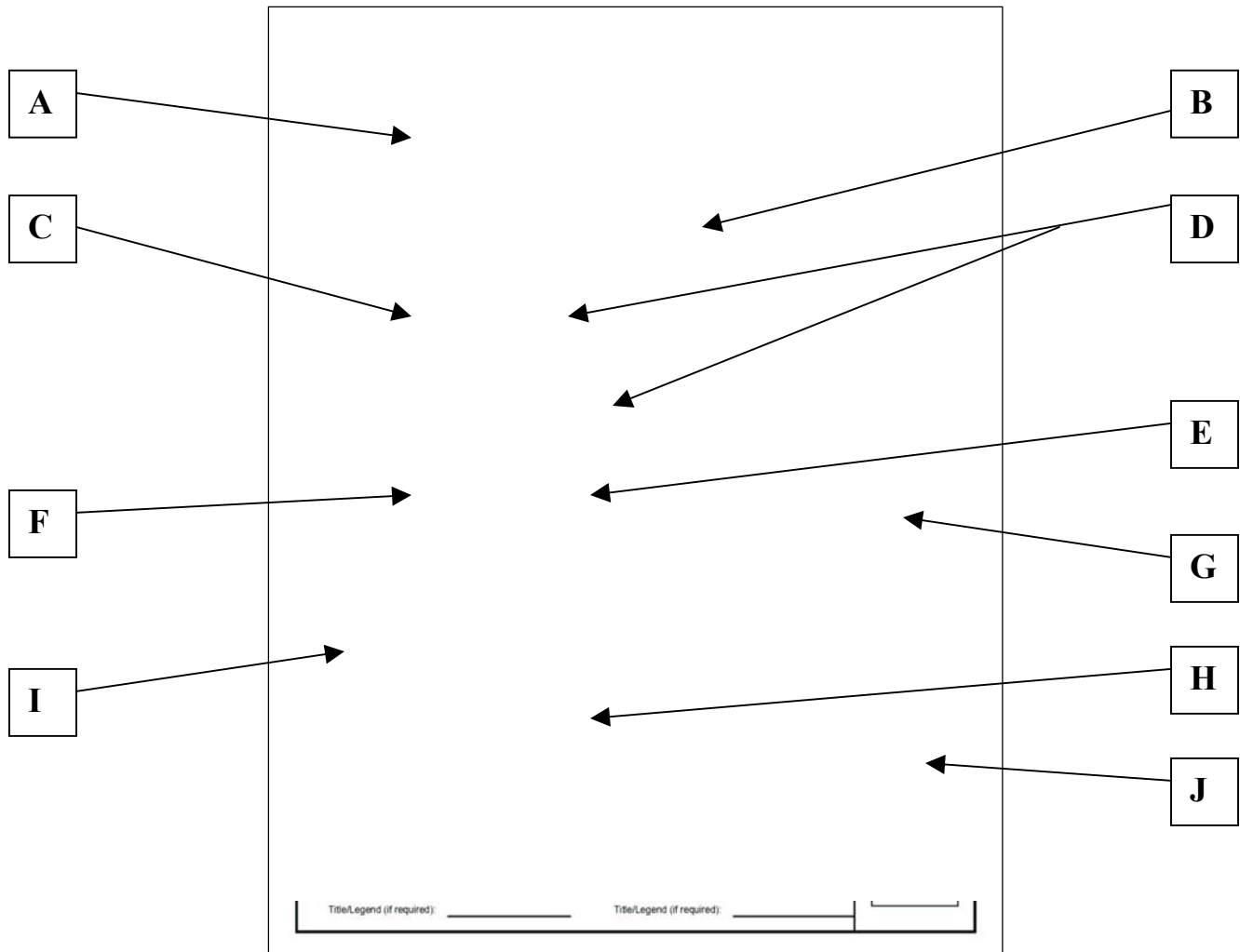
ABC BANK

FOR DEPOSIT ONLY

XYZ COMPANY

5555-555555

## Specimen Instructions



- A. This section is for general Distributor information such as Sales Code, Authorizing Signature, Distributor Purchase Order, for tracking purposes, the Turnaround Type and whether the engraving order is to be shipped to the Distributor's office or the customer.
- B. This section is utilized for the general customer information. **Please note that this section must be completely filled out and that no P.O. Box addresses will be accepted, as Federal Express will not ship to a P.O. Box.**
- C. This section is used for indicating what Hedman product this engraving order is being placed.
- D. If the engraving order is for either an HE product or PC8000, indicate whether it is a new E-Prom, Disk or duplicate. If it is a duplicate, please indicate either the Serial #, Order # or Invoice # of the original order being duplicated. Custom Prefixes should be provided in the Prefix Boxes provided. Up to 3 prefixes available on HE1500/2500/1600/2600 and PC8000, up to 5 are available on the HE1700.
- E. If the engraving order is for an HE product, you may order a 32 Character Identifier, which will print on all Reports.
- F. Indicate the total number of items being ordered. **Note: All EDP3000, 3600's, EDPPLUS's and DI100's require 2 plates. Two plates are also required for the EDP1000/2000 models when signing 3.5" checks.**
- G. If ordering for the EDP or DI Product lines, provide either an Order # or Invoice # when requesting duplicates.
- H. Please provide a signature here, making certain that the signature remains within the designated boxes. The individual's name should also be printed below the signature to assist in clarification of the signature. Titles or Legends may also be included with the signature. **Note: Titles will be added under the imprint unless otherwise specified and Legends will be added above the signature unless otherwise specified. Only one signature is allowed per signature box. If Double or Triple signatures are desired, please indicate their appropriate position in section "I".**
- I. This section is used when double or triple signature imprints are required. Using the numbers 1-5 to the left of each signature box, indicate the appropriate position of each signature within the imprint. Up to 3 imprints are available for HE products and the PC8000.
- J. If backgrounds are desired indicate your choice by marking one of the samples or the UV Security Legend used with the EDP and DI100 models.

# Specimen Instructions

**PLATE CONFIGURATION**

**INSTRUCTIONS:**

- One form for each unique set of plate(s) or EPROM
- Be sure all appropriate information has been completed on both sides of this form.
- all appropriate information must be confined within spaces outlined.
- Please note any specific size requirements in the "Special Instructions" box.
- We will retain reorder and reference information for 24 months.
- Customer must provide Hedman order number for all plate reorders.
- Customer may provide either Hedman order number or serial number for all duplicate EPROM reorders.

\*NOTE: When ordering DI Validator Plates, customer must submit "Specimen Sheet" and "Validator Layout Sheet".

EDP/DI PLATE AND PATCH OPTIONS			
Model	Imprint Type	Dating/Numbering Options	Dater/Numbering Configuration
EDP1000/2000	Signature or Endorsement Plate <input type="checkbox"/>	Dating <input type="checkbox"/>	Holder Mounted <input type="checkbox"/>
EDP3000/3600 or EDPPLUS	Signature or Endorsement Patch <input type="checkbox"/>	Batch Numbering <input type="checkbox"/>	(Dater Assembly not Included)
DI100	<input type="checkbox"/>	Available on DI100 Only	
DI50	<input type="checkbox"/>	Dating and Batch Numbering (Plate Mounted Only) <input type="checkbox"/>	Plate Mounted <input type="checkbox"/>
	*Transcript Validating <input type="checkbox"/> Crash Imprint <input type="checkbox"/>		Replacement Plate for Plate Mounted Dater <input type="checkbox"/>

**EDP SERIES ONLY**

Please indicate in the signature box below the proper mounting position. If a logo is included, please indicate the relative location.

Paper Direction

Logo  Signature  Logo

**DI SERIES ONLY**

Please indicate the proper mounting position in the layout box below.

Paper Direction

Standard DI50 Endorsement

Paper Direction

May 10, 2002  
5555-555555  
XYZ COMPANY  
FOR DEPOSIT ONLY  
ABC BANK

PAY TO THE ORDER OF

Standard DI100 Endorsement

Paper Direction

May 10, 2002  
5555-555555  
XYZ COMPANY  
FOR DEPOSIT ONLY  
ABC BANK

PAY TO THE ORDER OF

1985654#

**It is strongly recommended due to the detailed knowledge of both product and application required for this section, that either the Distributor or Sales Representative complete these portions of the Engraving Order.**

- A.** This section is used for indicating what Hedman product this engraving order is being placed.
- B.** Select the appropriate Imprint Type for the application. Signature/Endorsement Plates or Patches are available for all EDP & DI Models. Transcript Validating and Crash Imprinting are **only available on the DI100 Model.**
- C.** Dating/Numbering Options are **only available on the DI Models.** Dating and Batch Numbering are **only available on a "Plate Mounted" configuration for the DI100 only.**
- D.** Dater/Numbering configurations: Holder Mounted Dating **or** Batch Numbering configurations are available on both DI100 and DI50 Models. **(Dater Assembly sold separately).** Plate Mounted configurations, either **Plate Mounted** or **Replacement Plate for Plate Mounted (Dater not Included)** are only available on the DI100.
- E.** For all EDP Models, please indicate the proper mounting position of Signature and Logo (if required) as the imprint would appear upon exiting the machine.
- F.** For DI100 Models, please indicate the proper mounting position of Signature, as the imprint would appear upon exiting the machine.
- G.** Select the proper mounting configuration for endorsement for either the DI50 or DI100 Models.
- H.** Affix any Custom Artwork required for the engraving order here, such as Transcript Seals, Corporate Logos, etc.
- I.** Record any special requirements or instructions for the engraving order here.