



## Check Signature/Logo Request Template

Division Code:	Client Name:	Current Date:

**Using black ink, please place signature inside ALL THREE (3) boxes.**

**CORRECT**

*John A. Smith*

**INCORRECT**

*John A. Smith*

**\* Signatures will not be functional if they touch any part of the line/box.**

**Above Signature (printed):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

If multiple signatures are required on check, is this signature to be placed on top?    Yes     No     N/A

<b>Check all that apply:</b>	Client logo attached <input type="checkbox"/>	Bank logo attached <input type="checkbox"/>
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**Please note:** All Client/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-Standard Sizes:	Max Dimensions (W x H)
Client logo with Client name/address included	4" x 1-1/2"
Client logo only	1-1/2" x 1-1/2"
Bank logo	3/4" x 3/4"