



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

Check all that apply: Client logo attached <input type="checkbox"/> Bank logo attached <input type="checkbox"/>	
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"