PrintBoss Signature Order Form

Wellspring Software can create a secure signature file and an associated media device that when used together will print the signature on checks. The signature file is readable only by PrintBoss. Each signature is encrypted and assigned a code. The same code can be assigned to 1, 2 or more signatures. The code is also embedded on the media device. The signature(s) will print when the code in the signature file matches the code on the associated media. Use this form to order your signature file and media.

Mail Form To:
Wellspring Software
445 Sovereign Court
Manchester, MO 63011

OR EMAIL
orders@wellspringsoftware.com

MAIL THIS FORM WITH ORIGINAL SIGNATURE(S). DO NOT FAX.
ORIGINAL SIGNATURE IS REQUIRED FOR SCANNING.

Bill To: _____ Contact: _____
Company Address: _____
Email (required): _____
PrintBoss Serial # (required): _____ Phone: _____

Payment Information: **All signatures REQUIRE prepayment in order to process.**
☐ Send Payment Link ☐ Check Enclosed ☐ Credit Card (MC, VISA, DISCOVER, AMEX)
CC. #: _____ CV _____ Exp Date: _____
Card Name: _____ Authorized Signature: _____
Credit Card Billing Address: _____

Ship To: _____
Contact: _____
Address: _____
_____
City: _____
State: _____ Zip: _____
Country _____
Phone: (____) _____
Fax: (____) _____
Commercial Address? Y ____ N ____

Sign in the box provided below. Use a *BLACK* pen with a *THIN* point.
Please do not allow any part of the signature to touch the boundary lines. Please print the name below the box.

Sig A		Sig B	

Print Signature Name: _____ **Print Signature Name:** _____

PLEASE SIGN BELOW FOR FINAL AUTHORIZATION TO CREATE SIGNATURE. FORM CANNOT BE PROCESSED WITHOUT CONSENT.

(Authorized representative certifying authority of Signature A and/or Signature B to sign checks)
Approved by (print): _____ **Signature:** _____

Maximum dollar limits may be set for each signature within your PrintBoss software. Call 636-527-6100 if you have questions about how to set these limits. Signatures will be assigned a code. Please check the appropriate description. *Orders cannot be processed without this information.*

_____ Signature(s) have never been coded before and will have its own USB/CD.
_____ Signatures A & B will ALWAYS print together on a check.
_____ Signature A will ALWAYS print on a check with an existing coded signature. Existing Code (or Name): _____

** To "RECODE" an existing signature, please fill out this form - price is also $130.00 per signature.*

*For a duplicate signature, please fill out the "**Duplicate Signature Form**" on our website (price is $30.00 each). This form is for new signatures only.*
http://www.wellspringsoftware.com/Commerce/Products/signaturedisks.aspx - "Duplicate Signature Form"

	Signature Media / Quantity	Cost of Sig File and Media	Total
Sig A	**New File = $130.00** **Preferred Media = $15.00 each**	Each new signature is $130.00 each, and each preferred media is $15.00 each ($145 total). **Additional media is $15.00/media (No cost for email).** Please check below which media preferred - (1) CD or (1) USB or EMAIL. ☐ **CD** **Qty:** ____ **OR** ☐ **USB** **Qty:** ____ **OR** ☐ **EMAIL**	**$130.00**
Sig B	**New File = $130.00** **Preferred Media = $15.00 each**	**Second signature is $130.00.** Additional media is $15.00/media (No cost for email). ☐ **CD** **Qty:** ____ **OR** ☐ **USB** **Qty:** ____ **OR** ☐ **EMAIL**	
CAN	**Canadian Customers FedEx Option**	*For all Canadian customers, check box if prefer FedEx Ground (additional taxes & fees apply), otherwise we ship USPS to Canada.* ☐ **FedEx Ground** (NC with Email)	
Rush	**24-hour turnaround = $100** *(Overnight shipping not included)*	*"Rush" option fee includes processing signature(s) within 24-hours. **This fee does not include expedited shipping**. Standard shipping rates apply unless indicated below.* ☐ **RUSH $100** ☐ **Overnight Shipping** *(call 800-600-6861 to request quote)*	

- MO & NC Residents charged Tax - please contact us if questions
- All Prices are in USD (US Dollars)

Note: Prices are subject to change without notice. Last Updated April 2026

U.S. Ground Delivery*: **$ 15.00**
Grand Total: _____