

# Logo Creation Request Form

Type of logo encoding:

- Cheque logo (example attached)\*
- Purchase Order/AR Invoice logo (example attached)\*
- Other (Specify) \_\_\_\_\_
- Signature Logo (see below)

\* For cheque, PO or AR logos please attach copy of logo to this authorization. Please ensure all information (ie: address, phone numbers, etc) are correct. Changing information contain in logo requires creation of new logo. Charges may apply. If you have the logo in electronic format please email to **support@xyntax.com**

For signature logos, please sign (**in center of box below**) the signature you wish encoded. Please press firmly with dark pen. Please sign separate request form if you do not wish signatures to appear together.

**\*\* Important: DO NOT let signature touch box lines (form will need to be resubmitted)**

Signature to appear on **UPPER** signature line

Signature to appear on **LOWER** signature line

There is an encoding fee of **\$ 150.00 (per logo or per set of signatures)** which you accept by your authorization below.

**Authorized by:** \_\_\_\_\_

**First Nation or Department:** \_\_\_\_\_

<b>Xyntax Internal Use</b>	File Name _____
	Code Assigned _____
	Invoice No. _____
Date Processed _____	