



Office of the State Controller
 Financial Systems Division
 3512 Bush Street
 Raleigh, NC 27609-7509

Request for Digitizing Service for Signatures
 From Bottomline Technologies™, Inc.

One of the unique benefits of using the Bottomline Payment Technology Solution is the ability to customize your checks with your company signatures. These images are scanned, entered into a computer and digitized by a Bottomline Technology (BT) specialist to provide sharp clear images that enhance your checks. This process usually takes about two weeks.

The following are steps that must be followed to ensure satisfactory integration with your document design. **Please use this form to request a digitized signature.**

1. BT requires that all signatures provided by the purchaser be a black image on white background. Signatures should not include any gray scales. It should not be a copied version of the original.
2. Signatures must fit within the box below. Signatures should be written using a black felt-tip pen. Do not use ballpoint or roller pens, as they create gaps in the signatures, which are interpreted as blank areas by the digitizer.

Important Note: Any changes in size after the image has been digitized will result in additional digitizing services billable at \$500.00 per image. This is the FY2004 fee and subject to change.

3. Please sign within the signature block and do not exceed the outer boundary. Use only a black felt-tip pen; do not use ballpoint or roller pens. Sign below in the first signature block and then sign again in the second block.

Permission to digitize this signature is hereby given to BT by:

Name: _____ Company: _____
 Title: _____ Date: _____

4. Please issue an E-Procurement PO for \$500 to Bottomline Technologies, NCAS Vendor # 020433294-B.
5. Mail this completed form and PO to: Bottomline Technologies
 Attn: Digitizing Services
 325 Corporate Drive
 Portsmouth, NH 03801

Note: This can only be submitted by mail—please do not FAX your request.

6. Within two weeks, BT will send the new signature-image to OSC for testing and implementation at your site.
7. You must also complete a Signature Card for Disbursing with the State Treasurer’s Office. This form can be obtained at <http://www.nctreasurer.com/NR/rdonlyres/974B4346-431F-4D26-BE46-B9CAF863AB3C/0/SignatureCard.pdf>.