Bitmap Order Form

Print this form and mail it to Tabs3 Software Scanning Services (address on page 2), along with your letterhead and selected payment method.

Your Information:

Tabs3 Billing Serial Number: _____

Firm Name: _____

Your Name: _____

Email (to send bitmap to): _____

Phone: _____

☐ Our firm is already registered, or has recently registered at Tabs3.com/register.
  If you are not sure whether your firm is registered, contact our Sales Department at (402) 419-2200 or sales@tabs3.com.

Note: *Information that is not already provided on the enclosed letterhead cannot be added to the bitmap image.*

Printer Information:

Resolution required in dpi (dots per inch):
This information can be found in your printer's manual. Please select all that apply.

☐ 1200 dpi

☐ 600 dpi

☐ 300 dpi

Color depth:

☐ Black & White

☐ Grayscale

Fees:

☐ Our firm is on the maintenance plan ($75 + tax)   _____

☐ Our firm is not on the maintenance plan ($100 + tax)   _____

Note: A total for this service will be provided to you before any charges are incurred.

Payment Information:

☐ I provided payment information over the phone by calling (402) 419-2200.

☐ I have enclosed a voided check payable to Software Technology, LLC to be used as an eCheck for this service.

Use the provided credit card: ☐ Visa ☐ MasterCard

Credit Card Number: _____   CVV: _____

Billing Zip Code: _____   Expiration Date: _____

Cardholder Name (as it appears on card): _____

Cardholder Signature (required): _____

Please read the instructions on the following page.
If you have any questions, call Technical Support at (402) 419-2210.

Attn: Tabs3 Scanning Services
1621 Cushman Drive
Lincoln, NE 68512-1237

Please allow one to two weeks for processing.

Instructions for Mailing Your Letterhead

For optimal results, please follow these instructions when providing us your letterhead. Additional charges may be required if we need to spend extra time cleaning up the image or making special adjustments. If a scan will result in an extra charge, we will contact you for approval before your order is processed.

Font/Graphics

- Use a solid font style (avoid fonts that are open faced or that have shading, shadows, or fading). Example of original open-faced text and the scanned result:

  Open Face   **Open Face**

- Use font sizes that are 10 point minimum – the larger the size, the better the result.

- Detailed graphics (such as logos) may require extra cleanup.

- If lines are part of your letterhead, they should be far enough apart that they will not scan as one solid line. Example of original lines too close together and the scanned result:

Printing

- Print the letterhead on a printer with a resolution of 600 dpi or higher. Avoid sending photocopies, faxes, or letterhead printed on an inkjet printers.

- Use black ink.

- Because a full page letterhead can be large and slow down statement processing, **we will not create full page letterhead images.** If you would like to use both header and footer values on your statements, we will create two separate images to be used within Tabs3 Billing's Statement Designer program.
  Note: For more information on adding an image to your statements, see Knowledge Base Article R11829, "Adding a Letterhead Image to Tabs3 Billing Statements."

Miscellaneous

- Ensure the letterhead area to be scanned is not bent or folded when mailed.

- If you want portions of your letterhead to be removed, those areas can be marked for deletion, but include a clean copy of your letterhead as well.