Bitmap Order Form

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

Your Information:

Tabs3 Billing Serial Number: _____

Firm Name: _____

Your Name: _____

Email (to send bitmap to): _____

Phone: _____

Shipping Address Line 1: _____

Shipping Address Line 2: _____

Shipping City/State/Zip: _____

☐ 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: Additional information that is not already printed on the letterhead cannot be added to the bitmap.

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:

☐ Full color

☐ Black & White

☐ Grayscale

Fees:

Bitmap Fee

☐ Our firm is on the maintenance plan ($75.00 fee)   _____

☐ Our firm is not on the maintenance plan ($100.00 fee)   _____

CD Fee (optional)

We will email the bitmap file to you unless you select one of the options below.

☐ Ship via UPS Ground (additional $25.00 fee)   _____

☐ Ship via UPS Red with our UPS account (additional $25.00 fee)

   UPS Account #: _____   _____

☐ Ship via FedEx with our FedEx account (additional $25.00 fee)

   FedEx Account #: _____   _____

Tax for Nebraska Residents

☐ Our firm is in Nebraska (add 7.25% tax or provide Form 13)   _____

                                                      Total: _____

Payment Information:

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

☐ Visa   ☐ MasterCard   ☐ Company Check (payable to Software Technology, LLC)

Credit Card Information

Credit Card Number: _____

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.

Mail this completed form, letterhead, and payment to:

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

Please allow one to two weeks for processing time.

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:

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

- Detailed graphics such as logos or colored text 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 printer).

- Use black ink as much as possible instead of colored ink.

- Your printer will be able to process bitmaps faster if they are not in color or a full page. *Note: Even if your letterhead has a separate header and footer, the bitmap must be processed as a single file. As a reminder, Knowledge Base Article R10901, "Customizing the Sample Page Layouts Provided with the Tabs3 Statement Designer," offers alternative methods for customizing your statement letterhead.*

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 be sure to include a clean copy of your letterhead as well.

- Additional information cannot be added to the bitmap.