

SIGNATURE SHEET

Item Number(s) _____
(Herff Jones Office Use Only)

LIST ALL SIGNATURES THAT WILL APPLY TO THIS YEAR'S DIPLOMAS.

We ask that you verify ALL signatures and titles including signatures and titles already on file at Herff Jones. Please verify unchanged signatures on file by printing name and title in the right column. Please provide signature, printed name and title for new signatures. Email completed diploma order form and signature sheet to your account manager. If you do not currently take advantage of this feature, please contact your local Herff Jones Sales Representative, or your Diploma Account Manager to inquire about cost and procedure.

Name of School: _____

Is this a District: Y/N Name of District: _____

City: _____ State: _____ Date: _____

Submitted by: _____ Title: _____

SIGNATURES PLEASE SIGN BELOW WITHOUT OVERLAPPING THE SIGNATURES. DO NOT DRAW IN LINES. PLEASE DO NOT FAX.	PRINTED NAME & TITLE PLEASE TYPE OR PRINT NEATLY THE NAME AND TITLE OF ANY NEW SIGNATURE SIGNED ON THE LEFT.
	Name _____ Title _____ <input type="checkbox"/> New <input type="checkbox"/> On file at HJ
	Name _____ Title _____ <input type="checkbox"/> New <input type="checkbox"/> On file at HJ
	Name _____ Title _____ <input type="checkbox"/> New <input type="checkbox"/> On file at HJ
	Name _____ Title _____ <input type="checkbox"/> New <input type="checkbox"/> On file at HJ

HERFF JONES OFFICE USE ONLY

These signatures used for: Diplomas Only Miniature Diplomas Only Diplomas & Miniature Diplomas

For questions, call 1-800-635-5670.

