



CCH® ProSystem fx® Tax Customized Letterhead Order Form

Submit order form: [Support.CCH.com/ticket](https://support.cch.com/ticket)

Please enter "Letterhead: *Your Account Number*" in the Issue Summary field.

Attach your custom letterhead as a PDF, JPG, Microsoft Word or other image file.

Order #: _____

Account #: _____

SLX ID: _____

OPP ID: _____

Billing Information *(All Fields Required)*

Attention _____

Business Name _____

U.S. Post Office Box _____ Private P.O. Box/Mail Station _____

Street Address _____

Building _____

City _____ State _____ ZIP Code _____

Phone Number _____ Ext. _____ Fax _____

Contact Information *(Your Customized Letterhead will be conveniently sent via email.)*

Contact Name _____ Phone _____

Email (Required) _____

Custom Letterhead Specifications

Enhance the professional look of your return by adding your firm's letterhead to the following printed documents:

- Cover Letters for Financial Statements
- Client Billing Statements
- Extension Letters
- K-1 Transmittal Letters
- Estimate Reminder Letters

Please review the letterhead artwork specifications carefully to provide the best possible reproduction of your firm's letterhead.

Customized Letterhead Requirements

Black artwork on white background provides the best contrast and scan reproduction.

- Grayscale images may print differently depending on the type of printer used. Text will be converted to black for the best reproduction.
- Your letterhead must fit within the shaded area of the specification template form attached. Letterhead that does not fit in the template may be resized or have white space removed to accommodate our template.
- Your HP laser printer must have a minimum of 2MB of RAM.

Order Type *(Please allow 5-7 business days for processing.)*

" New Letterhead \$1070 (109010)

" Revised Letterhead* \$630 (109015)

*Please specify revision details. Changed logos and/or major text changes are considered New Letterhead orders.

Payment Options

☐ Bill my existing Account Number: _____

Accepted and Agreed:

Customer hereby acknowledges and agrees that Customer has read and agrees to be bound by the sales terms stated on this order form and the terms and conditions of the CCH® ProSystem fx® Master Software License Agreement incorporated herein and located at [Support.CCH.com/ProSystemfxAgreements](https://support.cch.com/ProSystemfxAgreements). The parties also agree that facsimile signatures shall be as effective as originals.

Signature _____ Date _____

WOLTERS KLUWER USE ONLY

Account Rep _____ Division/Territory _____ Market/Segment _____

**SHADED AREA IS
FOR CUSTOMIZED
LETTERHEAD**

1.5"

7.0"

←0.9"→

8.5"

**WHITE AREA IS
FOR VARIABLE DATA**

0.34"

