SMART PAYABLES

DOCUMENT REQUIREMENTS

IF YOU HAVE ANY QUESTIONS

720-287-0030

SUPPORT@SMARTPAYABLES.COM

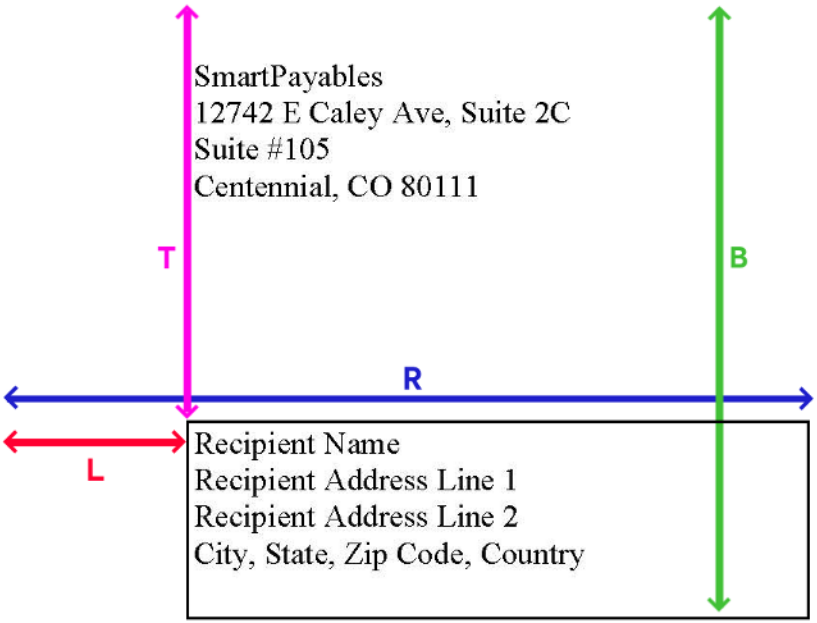1-833-CO-SMART

12742 E CALEY AVE, STE 2C

CENTENNIAL, CO 80111

IMPORTANT DOCUMENT REQUIREMENTS

- Documents must be in PDF format

- Addresses must be in the same position that is displayed on template
(next page)

- The address and barcode areas must be kept clear
(next page)

- A single PDF with multiple recipients will not be accepted. Each recipient must have their own PDF. As an important rule of thumb: one (1) recipient per one (1) PDF

- 8.5 x 11 margins are required. Any margins that are smaller or larger than this will not run properly through our programs

- PDF must be created by Adobe Version 1.4 or better

- PDF must be in portrait orientation. Documents oriented in landscape may not print correctly

- All security on PDF must be removed. PDF can not have edit restriction locks and can not be password protected

- PDF must be able to display the full page on "actual size" print settings. If a document is too large to print on the "actual size" print setting, the document will not print properly & the page may be cut off

- The document must have all settings embedded/flattened. Fillable form PDF's that are not embedded will not be accepted

If your team does not follow all of the standards listed above, we will be unable to process the documents until they are corrected. We will notify you via email, if this is the case.
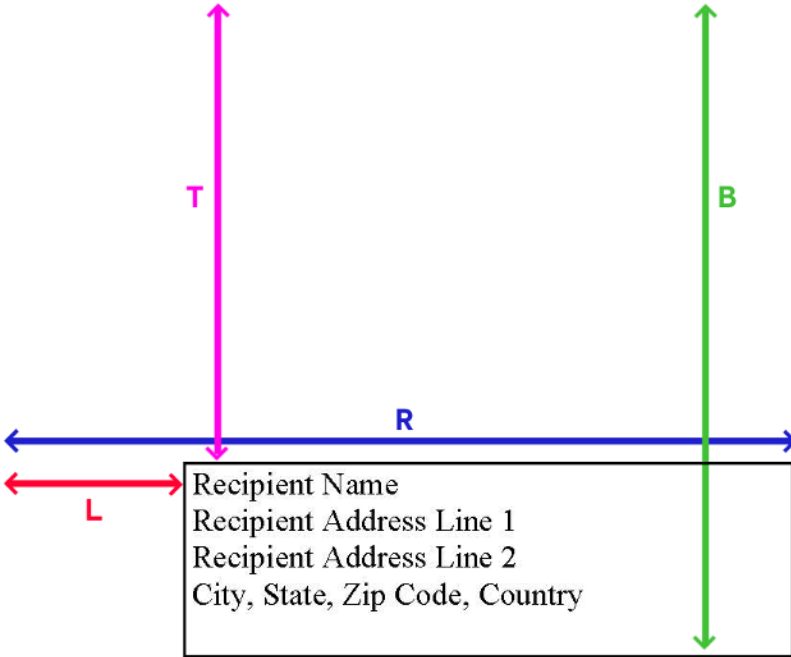
SmartPayables
12742 E Caley Ave, Suite 2C
Suite #105
Centennial, CO 80111

T

B

R

L

Recipient Name
Recipient Address Line 1
Recipient Address Line 2
City, State, Zip Code, Country

Left: 0.9427"

Right: 4.0833"

Top: 1.7969"

Bottom: 3.2917"

Double Address Template

T

B

R

Left: 0.8385"

Right: 3.9792"

Top: 2.3646"

Bottom: 3.6927"

Recipient Name
Recipient Address Line 1
Recipient Address Line 2
City, State, Zip Code, Country

L

Single Address Template

Acceptable Fonts

The fonts listed on this page are fonts that are accepted by our programs. Fonts not listed on this page may not be able to be processed correctly and may result in your document/insert being rendered blank.

Agency FB

Albertus

Albertus MT

Albertus Mt Lt Light

Algerian Regular

Antique Olive

Antique Olive Roman

Apple Chancery Regular

Arial

Arial MT Black Italic

Arial Rounded MT

Arial MT Medium

Bahnschrift

Bakersville Old Face Regular

Bell MT

Berlin Sans FB

Bernard MT Condensed

Blackladder ITC Regular

Bodoni

Bodoni MT

Book Antiqua

Bookman Old Style

Bookshelf Symbol 7 Regular

Bradley Hand ITC Regular

Britannic Bold

Broadway Regular

Brush Script MT Italic

Calabri

Californian FB

Calisto MT

Cambria

Canara

Candid Regular

Castella Regular

Centaur Regular

Century Schoolbook

CG Omega

CG Times

Chicago Regular

Chiller Regular

Clarendon

Colonna MT Regular

Comic Sans MS

Consolas

Constantia

Cooper

Copperplate Gothic

Corbel

Coronet

Courier

Courier New

Courier PS

Dubai

Ebrima

Edwardian Script ITC Regular

Elephant

Engravers MT Expanded Medium

Eras itC

Eurostyle

Felix Titling Regular

Footlight MT Light

Forte Regular

Franklin Gothic

Franklin Gothic Book

Freestyle Script Regular

French Script MT Regular

Gabriola Regular

Gadugi

Garamond

Geneva Regular

Georgia

Gigi Regular

Gill Sans

Gill Sans MT

GloucesterMT Extra Condensed

Goudy

Goudy Old Style

Goudy Stout Regular

Haettenschweiler Regular

Harlow Said Semi Expanded italic

Harrington Regular

Helvetica

High Tower Text

Hoefler Text

ID AUTOMATION MICR FONTS

Impact Regular

Imprint MT Shadow Regular

Informal Roman Regular

ITC Avant Garde Gothic

ITC Bookman

Javanese Regular

Joanna MT

Jokerman Regular

Juice ITC Regular

Kristen ITC Regular

Kunstler Script Regular

Latin Wide

Leelawadee UI

Letter Gothic

Lubalin Graph

Lucida Bright

Lucinda Calligraphy Italic

Lucinda Concole Regular

Lucida Fax

Lucida Handwriting Italic

Lucida Sans

Lucida Sans Typewriter

Lucida Sans Unicode Regular

Magneto Bold

Maiandra GD Regular

MICR Regular

MICRE13B Regular

Modern No. 20 Regular

Mona Lisa Revut Regular

Monaco Regular

Monotype Corsiva Italic

MRV MICR Fonts

MS Gothic Regular

MS Outlook Regular

MS PGothic

MS Reference Sans Serif Regular

MS Reference Specialty Regular

MS Sans Serif Regular

MS Serif Regular

MS UI Gothic Regular

MT Extra Regular

MV Boli Regular

Myanmar Text

New Century Schoolbook

New York Regular

Niagara Engraved Regular

Niagara Solid Regular

Nirmala UI

NSimSun Regular

OCR A Extended

Old English Text MT Regular

Onyx Regular

Palace Script MT Italic

Palantino

Palatino Linotype

Papyrus Regular

Parchment Regular

Perpetua

Playbill Regular

Poor Richard Regular

Pristina Regular

PT Sans

Rage Italic

Ravie Regular

Rockwell

Roman Regular

Sat IM

Satbar Regular

SatBarLight Light

SatBarNarrow Regular

Script MT Bold

Script Regular

Segoe Print

Sagoe Script

Sagoe UI

Showcard Gothic Regular

SimSun Regular

Sitka Banner

Sitka Display

Sitka Heading

Sitka Small

Sitka Subheading

Sitka Text

Small Fonts Regular

Snap ITC Regular

StempelGaramond Roman

Stencil Regular

Sylfaen Regular

Symbol Regular

Symbol IPS Regular

System Regular

Taffy Regular

Tahoma

Temps Sans ITC Regular

Terminal

Terminal Greek 737 (437G) Regular

Terminal Greek 869 Bold

Times

Times New Roman

Trebuchet MS

TW Cen MT

Univers

Verdana

Viner Hand ITC Regular

Vivaldi Italic

Vladimir Script Regular