

**ORDER FORM - CHECKS FOR LESS
3-ON-A-PAGE BUSINESS CHECKS**

* Routing / Transit # and Institution's name and address must be provided

Routing / Transit # *	SHIPPING ADDRESS - complete only if a street address is not printed on the checks or if shipping address is different than address printed on checks. If a street address is not provided, checks will be shipped to your financial institution. If an incorrect shipping address is provided additional charges may apply.
Institution's name and address *	

CHECKING ACCOUNT #	
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ACCOUNT NAME(S) AND ADDRESS TO PRINT ON CHECKS 6 lines of 40 characters per line maximum 2 lines of bold are available
_____ BOLD PRINT _____ BOLD PRINT _____ _____ _____ _____

Title(s) to print over signature line(s) 2 lines of 30 characters maximum _____ _____ Number of signature lines needed: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
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SPECIAL SHIPPING Normal shipping is via priority mail. For special shipping please indicate below. (Additional charges will apply) <input type="checkbox"/> UPS next day air <input type="checkbox"/> UPS second day air
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CHECK COLOR	QUANTITY	COPIES	START NUMBER <small>Indicate starting check number</small>	MONOGRAM/ACCENT <small>Indicate letter or accent #</small>	CUSTOMER APPROVAL <small>PLEASE INITIAL</small>
<input type="checkbox"/> BLUE <input type="checkbox"/> YELLOW	<input type="checkbox"/> 50 <input type="checkbox"/> 750 <input type="checkbox"/> 250 <input type="checkbox"/> 1,000 <input type="checkbox"/> 500 <input type="checkbox"/> other _____	<input type="checkbox"/> SINGLES <input type="checkbox"/> DUPLICATES			_____

CHECK STUBS	
Indicate # stubs desired	<input type="checkbox"/> single stub check <input type="checkbox"/> double stub check
RECORD KEEPING CHECK STUB - STUB #1 - Must be completed for single or double stub checks <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4	DETACHABLE CHECK STUB - STUB #2 - For double stub check only <input type="checkbox"/> D1 <input type="checkbox"/> D2 <input type="checkbox"/> D3 <input type="checkbox"/> D4 <input type="checkbox"/> NONE

If none of above is completed, we will automatically send checks with single stubs using stub A1

DEPOSIT TICKETS - BINDERS

DEPOSIT TICKETS (3-ON-A-PAGE) - single copy only	DEPOSIT TICKETS Book form - duplicate	3 ring binder (blue only)
Indicate quantity desired <input type="checkbox"/> 120 <input type="checkbox"/> 360 <input type="checkbox"/> 240 <input type="checkbox"/> 480	Indicate quantity desired <input type="checkbox"/> 200 <input type="checkbox"/> 600 <input type="checkbox"/> 1000 <input type="checkbox"/> 400 <input type="checkbox"/> 800 <input type="checkbox"/> 1200	<input type="checkbox"/> 1 binder <input type="checkbox"/> 2 binders
Customer's name and address will print the same as on the checks	Due to space limitations customer's name and address is limited to 3 lines...please Complete section below.	Check above if binder is needed

NAME AND ADDRESS FOR BOOK FORM DEPOSIT TICKETS For deposit tickets ordered in book form, please indicate how the customer's name and Address should appear. Limit of 3 lines of 25 positions per line.	_____ _____ _____
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Orders will be produced exactly as entered