

Easy Set Up Form

Follow and complete this step-by-step form to begin ordering personal checks, business checks, deposit tickets, statement savings books, and pre-inked stamps.

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Contact Information

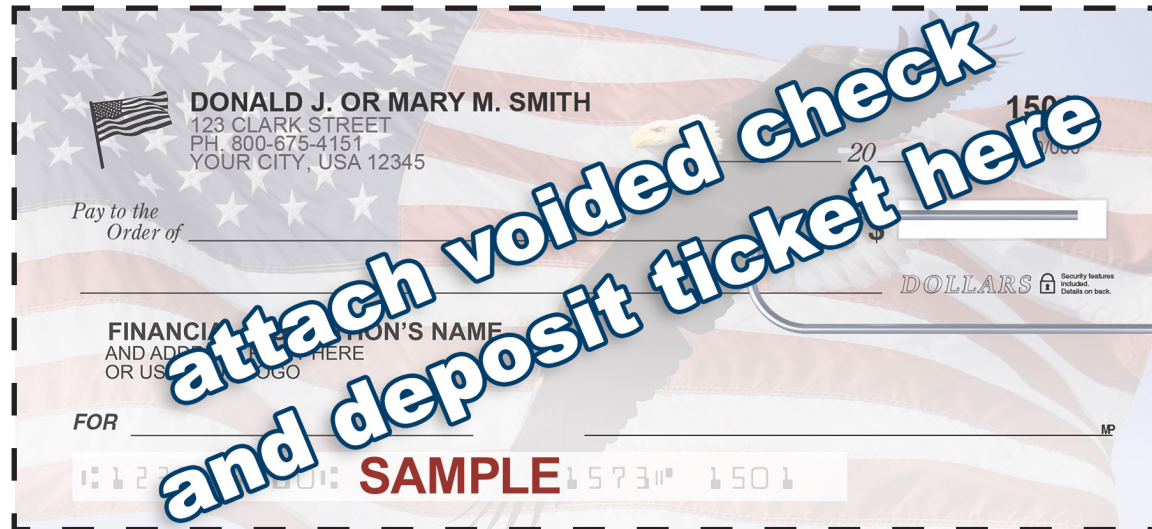
Routing Transit # _____	Institution Name _____
Main Branch contact _____	Address _____
Phone # _____ Fax # _____	City _____ ST _____ Zip _____
Email _____	Data Processor _____
Please indicate number of branches _____	Please attach list of branch addresses and contacts

Please indicate where returned mail should be sent
 _____ Main Office _____ Each Branch

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PLEASE ATTACH HERE:
 Copy of current check & deposit ticket (If n/a, send spec sheet) and **email** copy of logo to:
cfl@bank-a-count.com.

Logo should be a high resolution, black & white, digital image.



REQUIRED

Please indicate maximum number of digits (including check digit) in your account numbers that will print on your checks: _____

If account number is less than the maximum number of digits, should leading zeros be printed? _____Y _____N

Up-Charges

Personal Checks

Please indicate any up-charge to apply to your personal check and statement savings books.

Check here for all personal check orders to be sent first class mail (additional fee applies).

Amount of up-charge	Personal Checks Core Pack	Personal Checks 50 Pack	Statement savings books
Do not add an up-charge to our orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add a flat dollar charge per unit	\$ _____	\$ _____	\$ _____
Add a percentage of the order	_____ %	_____ %	_____ %
Set final price to:			
Singles -	\$ _____		
Duplicates -	\$ _____		

Business Products

Please indicate any up-charge to apply to your business check products.

Amount of up-charge

3-on-a-page* business checks	Computer* laser checks	Carbon-less deposit books	Pre-inked stamps	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do not offer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do not add an up-charge to our orders
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	Add a flat dollar charge per order
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	Add a flat dollar charge per unit
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	Add a percentage of the order

* 3-on-a-page and laser check bundles will have the same up-charge as the checks

Promotional Materials

Please indicate which check design should appear on the sell sheet: _____

Number of Additional Supplies Needed - available at no charge

_____ Statement stuffers - w/pricing

_____ Statement stuffers - w/o pricing

Check Ordering Sets - for those placing check orders

5 to main location, 3 to each branch.

Includes sell sheet, personal check selector, business check selector, business bundle flyer, stamp flyer, and sample check.

Contact us if additional supplies are needed

Please indicate which order site you wish to utilize, if any:

Consumer Order Site - accepts both initial orders and reorders

Enhanced Reorder Site - accepts reorders with changes

Standard Reorder Site - accepts reorders without changes

Your web address:

Would you like an email sent to you whenever an order is placed through your website? ____Y ____N

If yes, please provide an email address:

Would you like an email notification when an attempt to reorder fails security validations? ____Y ____N

If yes, please provide an email address:

Fill out this section if signing up for Consumer Order Site or Enhanced Reorder Site

By signing below, _____ (hereinafter "Client") is registering for Bank-A-Count Corporation's Consumer Order Site or Enhanced Reorder Site.

Bank-A-Count Corporation recommends that access to this site be placed behind client login firewall. Client understands that any initial check orders or check reorders with changes to starting number, printed address, or shipping address will need to be approved by the client.

Please indicate the email address that should be used for notification of pending orders awaiting approval (required): _____

Upon receipt of this signed document, Bank-A-Count Corporation will set up the order site for the client and will provide their custom URL.

Signature

Date

Account Set Up

<input type="checkbox"/>	Catalog Checks - Bill Account Holder
<input type="checkbox"/>	Center Image- Bill Account Holder
<input type="checkbox"/>	Courtesy Catalog - Bill Institution
<input type="checkbox"/>	Courtesy Center Image - Bill Institution
<input type="checkbox"/>	Employee - Catalog Checks
<input type="checkbox"/>	Employee - Center Image
<input type="checkbox"/>	
<input type="checkbox"/>	
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Employee Orders - employees are eligible for one free box of personal checks per calendar year

<input type="checkbox"/>	Employees pay for additional boxes of checks at account holder rate
<input type="checkbox"/>	Financial institution pays for additional boxes of checks
<input type="checkbox"/>	Employees pay for additional boxes of checks at Bank-A-Count base rate

Questions? 1-800-675-4151 or cfl@bank-a-count.com