

Set up Form Contact _____ Email _____ Ph. # _____

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.

1

Main Branch 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

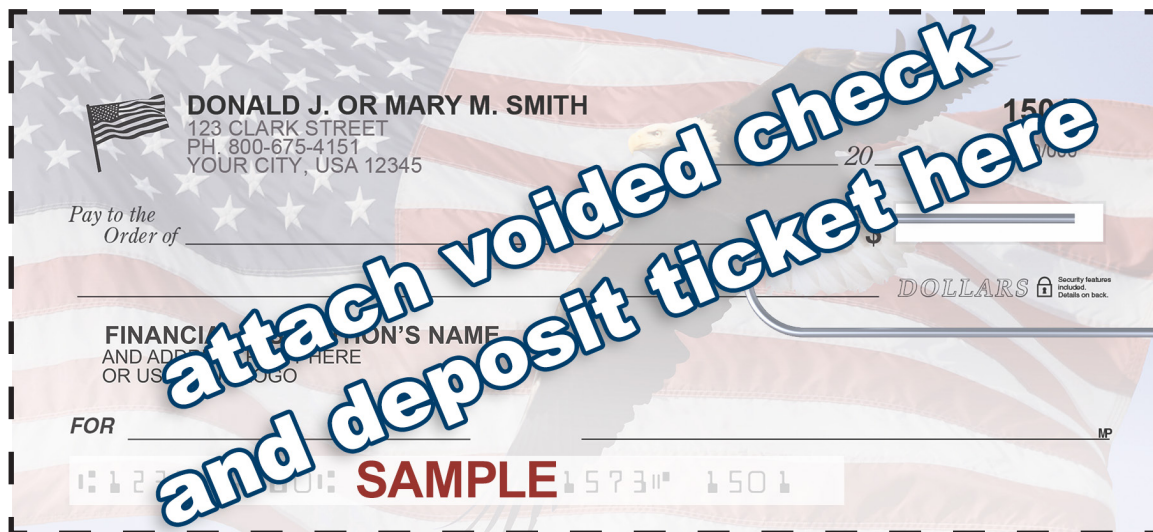
Please fill out branch location information form (next page)

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

2

PLEASE ATTACH HERE:
Copy of current check & deposit ticket (If n/a, send spec sheet) and **email copy of logo.**

Logo **MUST** be a high resolution, 300ppi, 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

Personal Check Shipping

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

Business Product Up-Charges

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

Employee Orders - employees are eligible for one free box of personal checks per calendar year

- Employees pay for additional boxes of checks at account holder rate
- Financial institution pays for additional boxes of checks
- Employees pay for additional boxes of checks at Bank-A-Count base rate

Promotional Materials

Please indicate which check design/color 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:

Standard Reorder Site - accepts reorders without changes

Enhanced Reorder Site - accepts reorders with changes

Consumer Order Site - accepts both initial orders and reorders

Your web address:

Please provide an email address for whenever an order is placed through your website:

Please provide an email address for when an attempt to reorder fails security validations:

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

Standard Account Types

A

Catalog Checks - Bill Account Holder

Quantity:

Check All That Apply

Singles - 50

Duplicates - 50

Singles - 150

Duplicates - 125

Amount of up-charge

Do not add an up-charge to our orders

Add a flat dollar charge per unit*

Add a percentage of the order*

Set final price to:

Singles -

Duplicates -

Personal Checks Core Pack

\$ _____

_____ %

\$ _____

\$ _____

Personal Checks 50 Pack

\$ _____

_____ %

* Flat dollar and percentage must be the same for both core and 50 packs

B

Center Image- Bill Account Holder

Quantity:

Check All That Apply

Singles - 50

Duplicates - 50

Singles - 150

Duplicates - 125

Amount of up-charge

Do not add an up-charge to our orders

Add a flat dollar charge per unit*

Add a percentage of the order*

Set final price to:

Singles -

Duplicates -

Personal Checks Core Pack

\$ _____

_____ %

\$ _____

\$ _____

Personal Checks 50 Pack

\$ _____

_____ %

* Flat dollar and percentage must be the same for both core and 50 packs

C

Courtesy Catalog - Bill Institution

D

Courtesy Center Image - Bill Institution
