

P O Box 167 1666 Main St Rudolph WI 54475-0167
Phone (715) 435-2017 FAX (715) 435-4616

SUFFIX

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Enter a unique 3 digit
numeric # for this imprint

- ☐ Mail books directly to the end user of the book *
- ☐ Mail "books only" to our office
- ☐ Mail books to our office, pre-stuffed in envelopes with loose mailing page* **

* These are additional charge items, refer to your pricing under Mailing Services for costs
** Not available with order card requests

☐ Yes, Provide reply envelopes when mailing books.

☐ Yes, Provide reply envelopes when mailing books.

☐ Yes, Provide each book with a protective jacket to protect book from damage.

1. MICR line
 2. MICR line
 3. MICR line
 4. MICR line
 5. MICR line
 6. MICR line
 7. MICR line

[illegible]

If a payment were scheduled for the 1st, late fee applies AFTER the _____th of month.

Late charge amount to be added to the Amount Due is \$ _____. **OR** Late charge to be calculated at _____% of the Amount Due, with a minimum of \$ _____, and a maximum of \$ _____.

8) Monthly Messages are controlled by the month-of-the year. Commonly used for "marketing" messages, or for "collection / servicing" messages.

☐ Typed listing of messages of up to 37 characters per month is attached. **OR** ☐ Use this message for all coupons.

[illegible]

9) Scan Line Complete grid or attach current sample.

☐ OCR-A

☐ 3-of-9 Bar Code☐ MICR

10) Return Address (to be used in case of undeliverable mail) if different from Name and Address of Payee to print on the coupons #2

State 9 Digit Zip Code -

Design the format of your coupons by completing this form. Provide specific written instructions for any special requests you may have, such as lasered inserts or other formatting not covered on this form.

NOTE: The “Customer Number” is used in conjunction with the “Suffix” to control the coupon printing process. The combination of these numbers is critical to the proper printing of your finished product. You will control the suffix numbers yourself above for each imprint.

A replacement form received for a particular setup will over-ride pre-existing data stored on our system for that setup. Allow 3 business days for implementation.

A 10x10 grid with a 3x3 grid of squares highlighted in the bottom-left corner.

State 9 Digit Zip Code



Note: If a picture is selected below, you can not use the first three positions of each of the four lines above.

☐ Select a Stock Picture by circling one desired

☐ Custom Logo (call for details)

4) Name and address for detachable return label

[illegible]

5) Descriptive Heading provide a 2 line, 30 character message to appear in the middle of each coupon.

[illegible]