

ORDER FORM

Hard Copy Listings or Reports

(min. 10 required)

BANK-A-COUNT CORPORATION
 P O Box 167 1666 Main St
 Rudolph WI 54475-0167
 Phone (715) 435-3131

COUPON COLOR

- Brown w/red, #PC-3 Green, #PC-6
 Blue, #PC-7 Burgundy, #PC-8

1 CUSTOMER NUMBER SUFFIX

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2 METHOD OF SHIPMENT for the enclosed coupon books (circle one)

Per Master Setups **NEXT DAY AIR** **3 DAY DELIVERY**
2ND DAY AIR **GROUND SERVICE**

of Books on list _____
 # of Blank books _____
 default info will be used on blanks

INSTRUCTIONS

Complete this form with the details of the first book desired, and attach a list of the account information which will be different

In the section below, circle each item which will be the same for each book being ordered.

Account Number = _____ **4** _____ **15**
 Flush left is recommended.

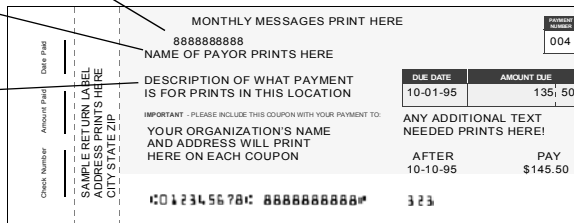
Payment Amount _____ **8**
 Freq. of payment if not monthly _____

Borrower/Payor Name(s): _____ **5** _____ **30**
 _____ **30**

Date of First Coupon ____/____/____ **9**

Beginning Pmt # _____ **Ending Pmt#** _____ **10**

Optional Descriptive Heading: _____ **6** _____ **30**
 _____ **30**



Address of Borrower/Payor _____ **7** _____ **30**
 _____ **30**

Late Charges
 If payment is 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 is to be calculated at _____% of the Amount Due, with a minimum of \$ _____, and a maximum of \$ _____. **11**

- 1) **CUSTOMER NUMBER & SUFFIX**-Provide your customer # with Bank-A-Count and the proper suffix number for this imprint. The combination of these numbers is critical to the proper printing of your finished product. Refer to your copy of the Imprint Specifications Form(s) for the proper number. Call 715-435-3131 for assistance.
- 2) **METHOD OF SHIPMENT**-Circle the appropriate method. Orders submitted with the user address and coded as mail direct via the Imprint Specification's form are mailed first class.
- 3) **COUPON COLOR**-Specify one by checking the appropriate box.
- 4) **ACCOUNT NUMBER**-Enter the exact imprint desired for the first book on your listing. Provide a maximum of 15 characters, including any needed spaces. You may include alphabets. Examples: "UNIT 101B", "APT. 402" or "ACCT 001001", etc.
- 5) **BORROWER/PAYOR NAME(S)**-Enter the exact imprint desired for the first book on your listing. You may enter last name first, or first name first ... at your discretion. Also enter the exact punctuation desired, if applicable.
- 6) **OPTIONAL DESCRIPTIVE HEADING**-Supply up to 2 lines of 30 characters each if you would like a "heading" printed. **Note:** This will override any stored imprints from the imprint specifications form that you may have provided. There is a \$0.10 per book data entry fee if this is variable by book.
- 7) **ADDRESS OF BORROWER/PAYOR**-Complete this with the mailing address of the customer in item #5. Complete this only if the plant is mailing the books directly to the person responsible for making the payment **OR** The plant is shipping the books back to your office with matching envelopes and mailing pages. **Note:** Refer to the distribution on your copy of the Imprint Specifications to insure it is coded properly.
- 8) **PAYMENT AMOUNT(S)**-Provide the amount of the regular payment. If any payments are different, please indicate the number of payments needed at each amount. IE: 10 @ \$150.00
 2 @ \$300.00
- 9) **DATE OF FIRST COUPON**-Provide date of first coupon to print. MMDDYY format.
- 10) **BEGINNING/ENDING PAYMENT NUMBER**-Provide the beginning and ending payment numbers for this book.
- 11) **LATE CHARGES**-If your accounts are set up with the same method of computing penalties, you can have us store the information via the Imprint Specifications form. If the late fee is not stored on the master files, complete the late fee information above.

For Office Use Only