IMPRINT SPECIFICATIONS
For SCHOOL COUPONS
BANK-A-COUNT CORPORATION
Phone (800) 445-3913   FAX (715) 435-4616

Coupon Color (Circle One)

Green
Burgundy
Blue

In most cases order input will control the color

CUSTOMER NUMBER	SUFFIX

1 Distribution

☐ Mail books directly to the user of the book *
☐ Mail "books only" to our office
☐ Mail books to our office with mailing envelopes * **

* These are additional charge items, refer to "Mailing Services".
**Not available with order card requests.

Optional Products

Reply Envelopes

☐ Yes, Provide reply envelopes with each book

Vinyl Jackets

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

2 Name and Address of Payee

_____

_____

_____

_____ _____ _____
City   State   9 Digit Zip Code

3 Return Address

_____

_____

_____

_____ _____ _____
City   State   9 Digit Zip Code

4 Name and address for detachable return label

_____

_____

_____ _____ _____
City   State   9 Digit Zip Code

☐ Provide Pressure Sensitive mailing labels in back of book. Addt'l charges apply.

5 Stock Picture

Image #_____

7 Boxed Image or Special Text

Image #_____

OR

_____

_____

_____

8 Late Fees

If a payment were scheduled for the 1 , 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 $_____.

☐ Yes, I want a black box to overlay over the top of the late fee amount.

9 Monthly Messages   Print messages at: ☐ TOP   ☐ BOTTOM

☐ Typed listing of messages of up to 37 characters per month is attached

OR

☐ Use this message for all coupons:

_____

10 Last Coupon in the Book.

☐ YES, show the amount (default)   ☐ NO, leave last amount blank

_____

11 Descriptive Heading

_____

_____

INSTRUCTIONS ON BACK

6 Scan Line   Complete grid or attach current sample.

☐ OCR-A   ☐ 3-of-9 Bar Code   ☐ MICR   ☐ TEXT

| 55 | 50 | 40 | 30 | 20 | 10 | 1 |

Custable:_____

Exptaple:_____

For Plant Use Only

Date:_____

N&A Return:_____

LBLFILE:_____

N&A Payee:_____

LCFile:_____

Logo/Boxed:_____

Please read and follow these instructions to complete the Imprint Specifications Form.

Complete one Imprint Specifications Form for each different association/setup. This information is permanently stored on our system, do not submit another form for the same setup unless there are changes. **A replacement form received for a particular setup will over-ride pre-existing data stored on our system for that setup.**
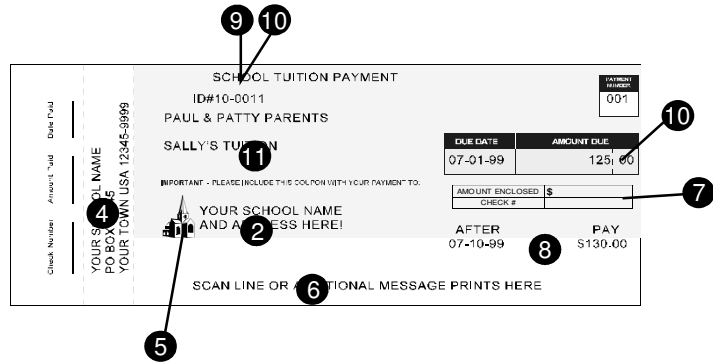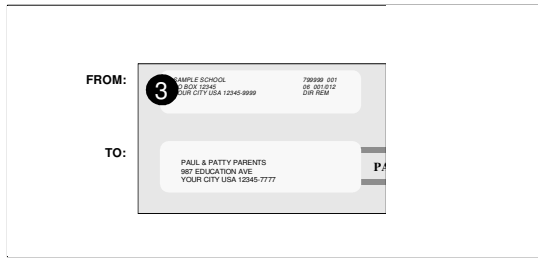
Customer Number & Suffix - You must complete the Customer Number that Bank-A-Count has assigned you. Also enter a unique three digit numeric value to uniquely identify this imprint.

Coupon Color - Circle one. The method of order input you use will determine if this value is stored on our system. In most cases, your order input will actually control the color of the coupon.

❶ **Distribution** - The **first box** instructs us to mail the books to the end user (requires the addresses provided in the order input). The **second box** instructs us to bulk ship your coupons back to your office for mailing. With this option, your office is responsible for mailing the coupons with your own envelopes and labels. The **third box** instructs us to provide the books with mailing envelopes and bulk ship back to your office. Your office will need to stuff the books into the outgoing envelopes before mailing.

Optional Products - Check the boxes for any extra options you want included with your coupon package. Contact us if you have questions regarding costs.

❷**Name and Address of Payee** - Normally up to 4 lines of 25 characters each to which your customers are to send their payments. This may be your office, or that your bank provides you with when using a lock box service. This will be truncated to 22 characters per line if you use #5 for a stock picture. A fifth line can be added if needed for non-scan line coupons. An optional logo can replace this area.

❸ **Return Address** - This prints on the outer mailing page and is the address the post office will use for undeliverable mail. It is usually the address of the Management Company. This will default to Name and Address of Payee if left blank.

❹ **Name and address for detachable return label** - The standard book includes (at no charge) a detachable "lick and stick" return label for the customer to use in addressing their payment to you or lock box service. 3 lines of 29 characters. A larger imprint will be printed for recording stub information if this is left blank.

Optional Pressure Sensitive mailing labels are available to be placed in the back of the book. 12 labels are provided per page. 3 lines of 25 characters each. Additional cost.

❺ **Stock Picture** - Select one by writing the code below the picture in the space provided.
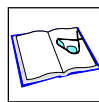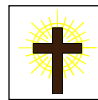

SCH02   SCH03   SCH04

SCH05   SCH06   SCH07

SCH09   SCH10   SCH11

❻ **Scan Line** - If any encoding (MICR/OCR, etc.) is required on the coupons, attach a current coupon on specifications. The grid can also be completed. **OR** you may provide a one-line message of up to 42 char including spaces in place of encoding by checking the text box and provide text in the grid. Please call us with any questions on scan lines.

❼ **Boxed Image or Special Text** - Choose a stock "boxed image" by placing the image # to the left of the graphic in the space provided, or design up to 3 lines/ 22 char each of text for a message of your choosing. Provide a sketch if you have a special request.

BXCHK   CHECK #

BX$CK   AMOUNT ENCLOSED $ / CHECK #

BXAMT   AMOUNT ENCLOSED $

❽ **Late Fees** - Complete this section to have us compute the late fee and add this to the payment amount to arrive at the pay after amount. If you want the last day of the month regardless of the number of days, place 99 in the data area. Check the Yes box if you want us to place the black/gray box on top of the late fees.

❾ **Monthly Messages** - A 37-character message including spaces that is controlled by the month-of-the-year. Attach a listing for each month or write a message to print on all coupons. Printing of the messages at the bottom is not available if the Scan Line (7) area is used.

❿ **Last Coupon in the Book** - a 37-character message of your choice to replace the monthly message can be added. Provide the text in the area provided. We can also suppress the final payment amount for simple interest loans, etc.

⓫ **Descriptive Heading** - provide a 2 line, 30 char. message (incl. Spaces) to appear in the middle of each coupon (OR, request this book-by-book when ordering via B-A-C record layouts).