IMPRINT SPECIFICATIONS
for STATEMENTS
BANK-A-COUNT CORPORATION
P O Box 167   1666 Main St   Rudolph WI 54475-0167
Phone (715) 435-2017   FAX (715) 435-4616

CUSTOMER NUMBER | SUFFIX

—

1) Distribution

☐ Mail statements directly to the end user

☐ Ship statements to our office

Optional Products

☐ FOLDED LETTER – Please include 8 ½" x 11" to be reproduced.

Designing your Statements

Design the format of your statements by completing this form. When filling out this form it is important to keep in mind that you are tailoring all black printing to your needs.

Provide specific written instructions for any special requests you may have.

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.

Allow 2 business days for implementation.

2) Return Address to be used in case of undeliverable mail

_____

_____

_____

_____   _____   _____
City   State   9 Digit Zip

3) Name and Address of Payee to which remittances should be addressed

_____

_____

_____

_____   _____   _____
City   State   9 Digit Zip

6) Logo Area

☐ Use attached logo*
   ☐ Print logo as a shadow also
☐ Use Logo #_____ on file

7) Statement Body

☐ Use Standard

1 – This is your notice of payment due
2 – Detach at the bottom and return it with your check in the envelope provided.
3 – Your canceled check is your receipt.

☐ Use what is on data file

☐ Use our stored standard body #_____

☐ Use Attached*

4) Late Fees
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
$_____, $_____.

5) Optional Text Area (25 char. Per line)

_____

_____

_____

_____

8) Scan Line Complete grid or attach current sample.

☐ OCR-A   ☐ 3-of-9 Bar Code   ☐ MICR

55   50   40   30   20   10   1
* Extra Charge Items – contact us for details