

# ACCOUNTINGCHECKS.COM

## Order Form

Telephone  
866.579.9150

Fax  
800.893.0177

Email  
info@accountingchecks.com

206 Riverside Industrial Parkway • Portland, Maine 04103

### DELIVERY ADDRESS (DO NOT USE FOR PRODUCT IMPRINT)

Company \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_ Apt. \_\_\_\_\_  
(No PO Box)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

### PAYMENT INFORMATION

Check/Money Order **Enclosed** (Made Payable to AccountingChecks.com)

Visa®  MasterCard®  American Express®  Discover®

**NOTE:** Payment info required on every order. Accountingchecks.com does not store credit card numbers from previous orders.

Card Number \_\_\_\_\_

Expiration Month/Year \_\_\_\_\_ / \_\_\_\_\_ CID# \_\_\_\_\_

Credit Card Street Address \_\_\_\_\_

Credit Card Billing Zip Code \_\_\_\_\_

Name As It Appears On Card \_\_\_\_\_

Signature \_\_\_\_\_

### PRODUCT INFORMATION

Quantity	Item #	# Parts	Description	Format or Software Version	Color	Starting Number	Reverse Numbering	Price <small>*Subject to change</small>
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	

**PLEASE CHECK THIS BOX IF YOU REQUIRE RUSH PRODUCTION OR EXPRESS SHIPPING.** See below for details.

### IMPRINT INFORMATION

Line #1 \_\_\_\_\_

Line #2 \_\_\_\_\_

Line #3 \_\_\_\_\_

Line #4 \_\_\_\_\_

Line #5 \_\_\_\_\_

Special Information: \_\_\_\_\_

### ACCOUNT INFORMATION

Check here if bank imprint is the same as your enclosed sample. If not, please indicate any changes on your sample.

Bank Name \_\_\_\_\_

Routing # \_\_\_\_\_

Bank Address \_\_\_\_\_

Account # \_\_\_\_\_

Bank City/ST/ZIP \_\_\_\_\_

Fraction Line \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_ (Ex. 35-241/640)

### SHIPPING INFORMATION

Our standard shipping method is via UPS ground (**street address required; UPS will not deliver to PO boxes**). For faster shipping methods and/or questions, please call 800.245.5775 Shipping is calculated on the subtotal of your order. Please refer to the following chart. **Please note that express shipping charges are in addition to standard shipping charges. For all customers in AK, HI, PR and VI the transit method will be USPS Priority Flat Rate box.**

\$0-35.00	\$35.01-85.00	\$85.01-135.00	\$135.01-200.00	\$200.01-250.00	Over \$250.00
\$8.00	\$10.50	\$15.00	\$18.50	\$22.50	UPS Ground Rate

**Estimated Order Totals:** \*Subject to change

Subtotal:	\$
Standard Shipping:	\$
5.5% Sales Tax: (ME Residents Only)	\$
7.0% Sales Tax: (IN Residents Only)	\$

### RUSH PRODUCTION INFORMATION

**Expedited services are available for all laser & manual checks, deposit slips and envelopes only. 1- Day in-plant rush is per item. 1 Day in plant rush orders received by 10 am est will ship same day via selected shipping method. After 10 am est, orders will ship the following business day. FOR OVERNIGHT AND 2ND DAY AIR OPTIONS, NORMAL PRODUCTION TIME OCCURS UNLESS 1 DAY IN PLANT RUSH IS SELECTED.**

### Optional Expedited Service:

1 Day In-Plant Rush (Price is per imprinted item)	<input type="checkbox"/>	\$40.00 (additional)
Overnight 100 Sheets	<input type="checkbox"/>	\$30.00 (additional)
2nd Day Air 100 Sheets	<input type="checkbox"/>	\$20.00 (additional)
<b>TOTAL:</b>		\$
<small>*Subject to change</small>		