

Paper Order Form

- ☐ New Order
☐ Reorder
☐ Reorder With Changes

Solana

Fax completed order forms to Solana at 419-335-1284.

Contact Name

Company Name

Address

City, State, Zip

Phone Number

Rush Printing Costs

- ☐ Standard (10-15 Business Days) No extra cost
☐ Rush 3-5 Business Days \$85
☐ Rush 2 Business Days \$125
☐ Rush 1 Business Day \$175

Freight (Cost Dependent on Location)

- ☐ Standard Ground
☐ Rush 2 Day
☐ Rush Overnight

- ☐ Ship To Address On Pre-Printed Check*

*If not selected it will ship to the address to the left

Select the paper product and quantity. Prices below do NOT include freight.

Preprinted Laser Checks (Printing company reserves right to provide +/- 10% quantity.)

- ☐ LC1000 - This check style HAS "Pay to the Order of," "\$" and "Dollars" printed on the check.
☐ LC2000 This Check style DOES **NOT** HAVE "Pay to the Order of," "\$" and "Dollars" printed on the check.
☐ 1000 Count (\$190.50/1000 = \$190.50) ☐ 2000 Count (\$132.30/1000 = \$264.60) ☐ 3000 Count (\$117.50/1000 = \$352.50)
☐ 5000 Count (\$107 /1000 = \$535) ☐ 10,000 Count (\$96.20/1000 = \$962)

If you are ordering preprinted laser checks, complete the back of this order form. If this is the first time you are ordering checks for this account, attach a copy of the check or a MICR sheet from the bank for verification purposes.

Blank Stock (EFT Advices, No MICR)

- ☐ 1000 Count (\$75.50) ☐ 2000 Count (\$132.00) ☐ 5000 Count (\$277.00)

Double-Window Envelopes (Assume Ripping One Check Stub)

- ☐ 1000 Count (\$110.80/1000 = \$110.80) ☐ 2000 Count (\$103.60/1000 = \$207.20) ☐ 3000 Count (\$95.50/1000 = \$286.50)
☐ 5000 Count (\$89.20/1000 = \$446.00) ☐ 10,000 Count (\$81.20/1000 = \$812.00)

Note: Standard defense security paper features are included on all preprinted laser checks and blank stock:

True Paper Machine • Watermark • Invisible Fluorescent Fibers (Yellow) • Chemical Reactivity Upon Alteration • UV Dead Base Sheet • Security Feature Warning Band on Face • Original Document Security Screen On Back • Padlock Icon with Warning on Back • Micro-printing Signature Line on Face • Micro-printing on Back

Colors & Styles

Circle the color and style of the paper you want for your order:



Purple 259



Green 348



Brown 464



Maroon 201



Reflex Blue



Teal 314



Linen



Marble

Preprinted Laser Check Information

Company Information (as it will appear on check)

Company Name

Address:

City, State, Zip

Bank Information (as it will appear on check)

Bank Name

City & State

Routing #

Account #

ABA Fraction #

Check Information

Check Type: ☐ AP ☐ Payroll

Number of Signature Lines: ☐ One ☐ Two

Company Logo On Check: ☐ Yes ☐ No

Void Statement: ☐ 60 days ☐ 90 days ☐ None

(If you want a company logo, you must provide high-quality (camera-ready) electronic artwork)

Starting Check Number: _____

Check Position (All checks are 8.5" X 11" with standard perfs at 3.5" and 7")

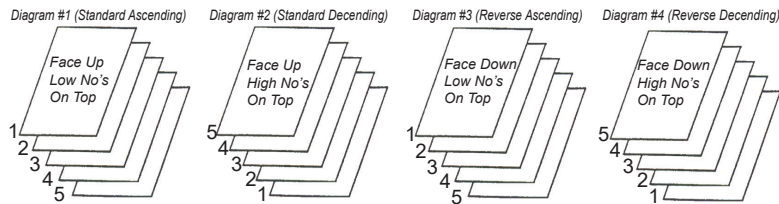
☐ Top Check, Stub, Stub

☐ Stub, Middle Check, Stub

☐ Stub, Stub, Bottom Check

Check Stacking Order

Circle the appropriate check stacking diagram below to indicate the check numbering sequence that you expect to see when a box of checks is opened in an upright position.



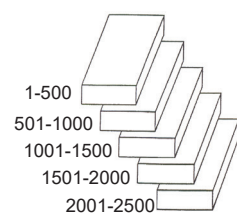
Your check stacking sequence is dictated by the laser printer that you will use to print your checks. The way in which your laser printer picks up your checks from the tray and the side of the paper your printer prints on determines which of the stacking sequences you choose. Take the following steps to determine how your printer feeds paper and the side it prints on:

- 1) On two sheets of paper, write an "1" on the first sheet and a "2" on the second sheet.
- 2) Insert both sheets (sheet #1 on top of sheet #2 and numbers face up) into the tray of your printer.
- 3) Open a document on your computer, type some "dummy" text and click print. (Print a 2-page document.)
- 4) If either sheet exits the printer with printing on the numbered side, choose Stacking Sequence Face Up. If no printing appears on the numbered side, choose face down.
- 5) If sheet #1 exits the printer first, choose low numbers on top. If not, choose high numbers on top.

Check Carton Shipment Packaging

Circle the appropriate check carton packaging diagram below to indicate how the shrink wrapped boxes of checks are placed in the shipping carton. If you plan to leave the checks in the carton, circle low numbered packs on top. If you plan to remove the checks from the carton to stack somewhere else for storage, circle high numbered packs on top.

Low Numbered Packs on Top



High Numbered Packs on Top

