

CHEQUE ORDER FORM - CUSTOM

Fill out all information and return by fax to 800.251.2108. **PRINT CLEARLY!!!**

You will receive a graphic proof via fax or email within approximately 48 hours from receipt of complete order

Contact: _____ P.O.#: _____

Company: _____

Email: _____

Billing Address	Shipping Address (Only fill in if different than Billing information)
Street	Street
City Prov/State PC/Zip	City Prov/State PC/Zip
Phone () Ext.	Phone () Ext.
Fax ()	Fax ()

PRODUCT INFORMATION

Accounting Software:

Indicate which accounting software will be used with these cheques.

☐ Simply Accounting ☐ Quickbooks ☐ Business Visions ☐ AccPac

☐ Other: _____ Version: _____

PLEASE NOTE: UNLESS OTHERWISE REQUESTED, ALL CHEQUES WILL BE FORMATED FOR THE NEW CPA REGULATIONS

Quantity: _____

Format:

Choose one

☐ 8½" x 11"

Laser
Inkjet/Bubblejet

☐ 9½" x 7" - 1 Copy

Continuous
Dot Matrix

☐ 9½" x 7" - 2 Copies

Continuous
Dot Matrix

☐ 9½" x 7" - 3 Copies

Continuous
Dot Matrix

Background colour of Cheque:

☐ Dark Blue ☐ Burgundy ☐ Red ☐ Green ☐ Light Blue ☐ Black ☐ Tan ☐ Other pms# _____

Background style of Cheque: ☐ Standard OR See www.actionforms.ca for choices # _____

Colour of type/logo: ☐ Same as background (N/C) ☐ Black (add \$10) ☐ Other standard colour (add \$45) ☐ Other non-standard colour (add \$50)

Include Telephone Number on Cheque: ☐ No ☐ Yes → ☐ Use the number in billing info or
☐ OTHER: () -

Include Fax Number on Cheque: ☐ No ☐ Yes → ☐ Use the number in billing info or
☐ OTHER: () -

Company Name & Address to Appear on Cheque: ☐ Use Billing Address ☐ Use Shipping Address ☐ Use Sample Supplied

Signature Lines: ☐ 1 Line ☐ 2 Lines

Starting Number: (i.e. 000501) _____

IMPORTANT: A void cheque with all correct bank & account information must be faxed with this order form.

Bank Name and Address: Please print the bank name and address as it appears on your current cheque clearly.

Bank Name
Address
City Prov/State PC/Zip
Transit / Bank / Account Info.

LOGO INFORMATION

Add our Company Logo ☐ (No Charge). OR No Logo ☐

Should you choose to add your company logo to the cheque, you may either e-mail the logo, or mail/courier a copy of it. The following is a list of what is acceptable for supplied artwork.

Please note: By adding your logo, you will receive a proof which you must return.

Hard Copy Artwork

- Scannable quality artwork
- Photographs
- No fax copies of any logo will be accepted

Digital Files

- Acceptable file formats are .tif / .eps / .ai / .bmp / .pdf (.pdf files must have all fonts embedded and be accompanied by a black & white printout .pdf files must also be rendered unalterable or they will not be used)
- Action Forms runs on a PC platform, Mac files will not be accepted
- When supplying digital artwork, fax a copy with your order for comparison

Logo sent by: ☐ Mail/Courier ☐ e-mail - file name is: _____

TERMS AND CONDITIONS

No incomplete orders will be processed • All orders are subject to +/- 10% over/under run

Delivery Time: Custom Orders take approx. 2 weeks (10 working days) to complete.

Prices include artwork - **Artwork is free only with an order. Should you choose not to proceed with the order once artwork has been started, the charges are \$65/hour with a minimum of 1/2 hour.**

Prices do not include taxes or freight • Terms are Net 30 Days from Invoice date

All orders shipped with our chosen courier, Standard Ground Service; shipping cost will be added to your invoice.

I/We certify that all information supplied is correct & that I/We have read, understand & accept the above terms & conditions

Authorized Signature _____ **Date** _____

PAYMENT INFORMATION

Payment Method: ☐ Bill Me (Net 30 Days) ☐ VISA ☐ Master Card ☐ American Express

Name on Card: _____ Card Expiry Date (mm/yy): _____

Print

Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Credit Card will be billed with your order, applicable shipping & taxes on date of shipment. A receipt will be faxed or emailed. Original invoice will be mailed.

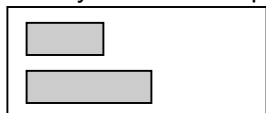
ADDITIONAL INFORMATION

INCLUDE WITH MY ORDER:

2 Window Security Cheque Envelope AF75

8-3/4" x 3-3/4"

Security Lined Envelope



- ☐ 100 Envelopes \$23
- ☐ 250 Envelopes \$38
- ☐ 500 Envelopes \$60
- ☐ 1000 Envelopes \$99
- ☐ 2000 Envelopes \$163

Self Inking Deposit Stamp

For Deposit Only

Your Company Name

12345-123 1234-567-8

☐ 2-1/2" x 13/16" \$40.71

Choose Your Ink Colour

☐ Black ☐ Red ☐ Blue