

CHEQUE ORDER FORM - ECONOMY

Fill out all information and return by fax to 800.251.2108 or email info@actionforms.ca **PLEASE PRINT CLEARLY!!!**

Contact Name: _____ P.O.#: _____

Company: _____

Email: _____

Billing Address Street <hr/> City _____ Prov/State _____ PC/Zip _____ <hr/> Phone () _____ Ext. _____ <hr/> Fax () _____	Shipping Address (Only fill in if different than Billing information) Street <hr/> City _____ Prov/State _____ PC/Zip _____ <hr/> Phone () _____ Ext. _____ <hr/> Fax () _____
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PRODUCT INFORMATION

Accounting Software: Quickbooks Simply Accounting Other: _____ Version: _____
Does not apply to Hand Filled Cheques

Quantity: _____

Format: *Please choose one*

<input type="checkbox"/> 8½" x 11" <small>Laser Inkjet/Bubblejet</small>	<input type="checkbox"/> 9½" x 7" <small>1 Copy Continuous Dot Matrix</small>	<input type="checkbox"/> 9½" x 7" <small>2 Copies Continuous Dot Matrix</small>	<input type="checkbox"/> Hand Filled <small>AF 437 1 per page</small>	<input type="checkbox"/> Hand Filled <small>AF 438 2 per page</small>
<input type="checkbox"/> STARTER KIT <small>AF 437-SK Hand Filled 1 per page and matching binder</small>		<input type="checkbox"/> STARTER KIT <small>AF 438-SK Hand Filled 2 per page and matching binder</small>		

Background colour of Cheque: Blue Burgundy Green Tan (Not available for hand filled cheques)
Please note: all type & logos will appear in black

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 sent 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

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

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.

Hard Copy Artwork

- Black & white generated from computer
- PMT
- Scannable quality artwork
- Photographs
- No fax copies of any logo will be accepted

Digital Files

- Acceptable file formats are .jpg / .gif/ .tif / .eps / .ai / .bmp / .pdf (.pdf files must have all fonts embedded and be accompanied by a black & white print-out .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

TERMS AND CONDITIONS

No incomplete orders will be processed • All orders are subject to +/- 10% over/under run
Delivery Time: Standard Economy Orders take approx. 1 week (5 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 Canpar 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:

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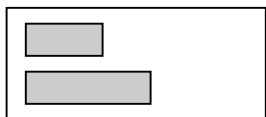
 Credit Card will be billed with your order, applicable shipping & taxes on date of shipment. A receipt will follow by fax or email. Original invoice will be mailed.

ADDITIONAL INFORMATION

INCLUDE WITH MY ORDER:

2 Window Security Cheque Envelope AF75

8-3/4" x 3-3/4" Security Lined Envelope



- 100 Envelopes
- 250 Envelopes
- 500 Envelopes
- 1000 Envelopes

For current pricing please visit our website

Self Inking Deposit Stamp

For Deposit Only
Your Company Name
12345-123 1234-567-8

2-1/2" x 13/16"

Choose Your Ink Colour
 Black Red Blue