

PLEASE PRINT OR TYPE

Date _____ Customer # _____

<input type="checkbox"/> NEW ORDER <input type="checkbox"/> REPEAT ORDER	SHIP TO:		PAYMENT OPTIONS:	
	NAME		<input type="checkbox"/> Check or money order enclosed, made payable to PenSoft	
	COMPANY NAME		<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD
	ADDRESS		<input type="checkbox"/> AMEX	<input type="checkbox"/> DISCOVER CVC _____
	CITY	STATE	ZIP	Account No. _____
PHONE NUMBER ()		Name on Card (print) _____		
		X _____		
		Authorized Signature _____		
		Expiration Date _____		

ITEM NO.	QUANTITY	ITEM DESCRIPTION <small>Please submit one check and one envelope order per order form.</small>	CHECK COLOR	STARTING NUMBER	PRICE
1					
2					

SPECIAL INSTRUCTIONS FOR NEW LASER CHECK ORDERS

You must mail or fax to 757-873-1733, either a voided check or new account MICR specification sheet filled out by your bank.

LOGO \$50.00 optional
One time charge
(Camera ready art attached)

FREIGHT
UPS GROUND - 48 STATES
(Call for pricing outside of 48 states)

Laser checks #876 and #877
and
MICR checks #878 and #879
are designed for PenSoft Payroll

www.pensoft.com

NEW LASER CHECK ORDERS ONLY INFORMATION TO BE PRINTED ON CHECKS <input type="checkbox"/> See Voided Check Attached. If checked, do NOT complete form below.		<input type="checkbox"/> Additional signature line required	CHECKS SEE CHART	\$	
NAME		<input type="checkbox"/> Print in reverse order	ENVELOPES SEE CHART	\$	
ADDRESS		TYPE STYLE: CHOOSE ONE <input type="checkbox"/> Helvetica <input type="checkbox"/> Bookman	RUSH Delivery \$40 optional <small>100 checks ship in 5 business days UPS NDAS</small>		
CITY			SUBTOTAL		\$
STATE		SHIPPING INFORMATION		VA Residents Add 6%	
ZIP		Ships in approximately 10 business days - See chart on reverse for shipping costs		SALES TAX	
PHONE NUMBER ()		RUSH DELIVERY		TOTAL	\$
		Additional \$40 for 100 checks to ship in 5 business days. Checks ship UPS NDAS. Remaining order ships Ground.			

Thank You

Mail Completed Order Form with Check or Credit Card Payment:
151 Enterprise Drive
Newport News, VA 23603
Fax Order Form with Credit Card Payment to: 757-873-1733

ORDER ENVELOPES TOO!

PENSOFT GUARANTEE

We guarantee your preprinted PenSoft checks will be correct limited to the replacement of documents incorrectly printed due to PenSoft's error.

ADD YOUR CUSTOM LOGO

One time charge - \$50
Mail camera ready art with your order.
(Faxed art cannot be used)
Or e-mail to info@pensoft.com
Send .jpg or .gif in actual size to be printed.



CHECK ORDER FORM

Payroll Software
Payroll Services
Payroll Training Seminars
Payroll Checks & Tax Forms

LASER CHECKS

Laser or ink-jet printer required.

Compatible with PenSoft Payroll Lite Edition & higher

Colors Available: Blue, Green, Mauve, Teal

Qty	100	250	500	1,000	2,000	3,000	5,000	10,000
Laser	\$43	\$71	\$98	\$133	\$209	\$262	\$372	\$704
S/H	\$20	\$23	\$26	\$32	\$53	\$85	\$126	\$215

MICR CHECKS

Laser printer with MICR toner required.

PenSoft Payroll Enterprise Edition & higher

Colors Available: Blue, Green, Mauve, Teal

Qty	100	250	500	1,000	2,000	3,000	5,000	10,000
MICR	\$29	\$50	\$64	\$91	\$152	\$229	\$323	\$618
S/H	\$20	\$23	\$26	\$32	\$53	\$85	\$126	\$215

Don't Forget the Envelopes!		
Guaranteed to work with Item #876, #877, #878, & #879		
QTY	ENV	S/H
100	\$25	\$20
250	\$44	\$23
500	\$56	\$26
1,000	\$82	\$32
2,000	\$145	\$53
3,000	\$215	\$85
5,000	\$302	\$126
10,000	\$580	\$215

#876

YOUR COMPANY NAME 123 STREET NAME CITY, STATE, ZIP	YOUR BANK NAME CITY, STATE, ZIP ADDITIONAL LINE 00-000	00001
PAY TO THE ORDER OF		\$
MEMO		DOLLARS
MEMO		
(9999999 999999999 9999999999		
YOUR COMPANY NAME		00001
YOUR COMPANY NAME		
YOUR COMPANY NAME		00001

#878

YOUR COMPANY NAME	00001
YOUR COMPANY NAME	

#877

YOUR COMPANY NAME		00001
YOUR COMPANY NAME		
YOUR COMPANY NAME 123 STREET NAME CITY, STATE, ZIP	YOUR BANK NAME CITY, STATE, ZIP ADDITIONAL LINE 00-000	00001
PAY TO THE ORDER OF:	DATE	AMOUNT
MEMO		
(9999999 999999999 9999999999		
YOUR COMPANY NAME		00001

#879

YOUR COMPANY NAME	00001
YOUR COMPANY NAME	

How to Contact Us

WEBSITE

www.pensoft.com

TOLL FREE ORDER LINE

888-PENSOFT (888-736-7638)

Orders only please.

BUSINESS OFFICE

For billing, shipping, or ordering information.

Telephone: 757-873-2976

E-mail: info@pensoft.com

ADDRESS

151 Enterprise Drive
Newport News, VA 23603

PROGRAM SUPPORT

Telephone: 757-873-1199

E-mail: support@pensoft.com

TRAINING

Telephone: 757-873-2976

E-mail: training@pensoft.com

www.pensoft.com/training/payrolltraining.aspx

ONLINE ORDERING

Order information for new or renewal software, payroll checks, tax forms, signature files, and toner cartridges.

www.pensoft.com/store/store.aspx