

PLEASE PRINT OR TYPE

Date \_\_\_\_\_ Customer # \_\_\_\_\_

<input type="checkbox"/> NEW ORDER  <input type="checkbox"/> REPEAT ORDER	<b>SHIP TO:</b>		<b>PAYMENT OPTIONS:</b>	
	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 \$25.00** optional  
One time charge  
(Camera ready art attached)

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

<b>NEW LASER CHECK ORDERS ONLY</b> <b>INFORMATION TO BE PRINTED ON CHECKS</b> <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		<b>TYPE STYLE:</b> CHOOSE ONE <input type="checkbox"/> Helvetica <input type="checkbox"/> Bookman	<b>RUSH Delivery \$25</b> optional <small>100 checks ship in 5 business days UPS NDAS</small>		
CITY			SUBTOTAL		\$
STATE		SHIPPING INFORMATION		VA Residents Add 5%	
ZIP		Ships in approximately 10 business days - See chart on reverse for shipping costs		SALES TAX	
PHONE NUMBER ( )		RUSH DELIVERY		<b>TOTAL</b>	\$
		Additional \$25 for 100 checks to ship in 5 business days. Checks ship UPS NDAS. Remaining order ships Ground.		<b>Thank You</b>	



**CHECK ORDER FORM**

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

3-Up Checks #886 and #888  
are compatible with other software

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 - \$25  
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.

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	\$31	\$51	\$71	\$96	\$151	\$189	\$268	\$509
S/H	\$9	\$10	\$12	\$18	\$33	\$47	\$63	\$105

**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	\$21	\$36	\$45	\$65	\$110	\$165	\$233	\$445
S/H	\$9	\$10	\$12	\$18	\$33	\$47	\$63	\$105

YOUR COMPANY NAME 123 STREET NAME CITY, STATE, ZIP 00001

YOUR BANK NAME CITY, STATE, ZIP ADDITIONAL LINE 00-000

PAY TO THE ORDER OF \$ DOLLARS

MEMO

(9999999 | 999999999 | 9999999999 |

YOUR COMPANY NAME 00001

**#876\***

YOUR COMPANY NAME 00001

YOUR COMPANY NAME 00001

**#877\***

YOUR COMPANY NAME 123 STREET NAME CITY, STATE, ZIP 00001

YOUR BANK NAME CITY, STATE, ZIP ADDITIONAL LINE 00-000

PAY TO THE ORDER OF: DATE AMOUNT

(9999999 | 999999999 | 9999999999 |

YOUR COMPANY NAME 00001

**#878\***

**#879\***

**3-UP CHECKS**

#886 Compatible with QuickBooks® #888 Available by customer request.

Colors Available: Blue, Green, Mauve, Teal

Qty	100	250	500	1,000	2,000	3,000	5,000	10,000
#886	\$25	\$41	\$57	\$77	\$121	\$177	\$245	\$465
#888	\$17	\$29	\$36	\$52	\$88	\$132	\$186	\$356
S/H	\$8	\$9	\$10	\$15	\$25	\$35	\$47	\$70

YOUR COMPANY NAME 123 STREET NAME CITY, STATE, ZIP 00001

YOUR BANK NAME CITY, STATE, ZIP ADDITIONAL LINE 00-000

PAY TO THE ORDER OF \$ DOLLARS

MEMO

(9999999 | 999999999 | 9999999999 |

YOUR COMPANY NAME 123 STREET NAME CITY, STATE, ZIP 00001

YOUR BANK NAME CITY, STATE, ZIP ADDITIONAL LINE 00-000

PAY TO THE ORDER OF \$ DOLLARS

MEMO

(9999999 | 999999999 | 9999999999 |

YOUR COMPANY NAME 123 STREET NAME CITY, STATE, ZIP 00001

YOUR BANK NAME CITY, STATE, ZIP ADDITIONAL LINE 00-000

PAY TO THE ORDER OF \$ DOLLARS

MEMO

(9999999 | 999999999 | 9999999999 |

**#888**

**ENVELOPES**

*Don't Forget the Envelopes!*  
 Guaranteed to work with Item #876, #877, #878, #879, & #886

QTY	ENV	S/H
100	\$15	\$9
250	\$25	\$10
500	\$40	\$12
1,000	\$59	\$18
2,000	\$103	\$33
3,000	\$148	\$47
5,000	\$211	\$63
10,000	\$414	\$105

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**DEPOSIT TICKETS**

Compatible with QuickBooks®

Qty	100	250	500	1,000
Dpt Slips	\$30	\$50	\$70	\$95
S/H	\$9	\$10	\$12	\$18

DEPOSIT TICKET

Cash

YOUR COMPANY NAME 123 STREET NAME CITY, STATE, ZIP

DATE

SIGNATURE

(9999999 | 999999999 | 9999999999 |

**DEPOSIT TICKETS**