

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 \$100 optional <small>100 checks ship in 5 business days UPS NDAS</small>	
CITY STATE ZIP			SUBTOTAL	\$
PHONE NUMBER ()		SHIPPING INFORMATION Ships in approximately 10 business days - See chart on reverse for shipping costs RUSH DELIVERY Additional \$100 for 100 checks to ship in 5 business days. Checks ship UPS NDAS. Remaining order ships Ground.	VA Residents Add 6%	
			SALES TAX	
			TOTAL	\$

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.

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

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

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

#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 \$ DOLLARS		
MEMO		
(9999999 999999999 9999999999)		
YOUR COMPANY NAME		00001
YOUR COMPANY NAME		00001

#878

#877

YOUR COMPANY NAME		00001
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
(9999999 999999999 9999999999)		
YOUR COMPANY NAME		00001

#879

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