

# BUSINESS CHECKS ORDER FORM

HIGH SECURITY CHECKS AT A FRACTION OF THE COST



**EXACT REPEAT ORDER #:** \_\_\_\_\_

**NEW ORDERS or REPEAT ORDER WITH CHANGES:** Please provide a voided check via fax (866.226.5121) or email (sarah@taxformgals.com)

## Billing Information

SELECT PAYMENT METHOD

- Credit Card**  
We will call for information.
- E-check**  
Using account information from preprinted checks ordered today.

Company name: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

## Shipping Information

SELECT ADDRESS TYPE

- Repeat Order address**  
Repeat Order # required.
- New address**  
Please provide below.

Company name: \_\_\_\_\_  
 Attention: \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 (NO P.O. BOXES)  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Check Details

**Check quantity:** \_\_\_\_\_ **Software name & version:** \_\_\_\_\_

SELECT A CHECK STYLE

- Blank**
- Preprinted**

LOGO ON CHECKS  
 **Yes**     **No**

START NUMBER  
 # \_\_\_\_\_

SELECT CHECK PLACEMENT

- Top**
- Middle**
- Bottom**

SELECT NUMBERING STYLE

- Standard numbering**
- Reverse numbering**

SELECT A COLOR

-  **Blue**
-  **Green**
-  **Burgundy**
-  **Tan**
-  **Green/Blue**
-  **Burgundy/Blue**
-  **Burgundy/Grey**

## Envelopes

Double-window envelopes are available for purchase to accompany check order.

SELECT ONE

- Add envelopes to order.**
- No envelopes today.**

**Envelope quantity:**  
 \_\_\_\_\_

**Stub handling:**

WHEN MAILING CHECKS, HOW ARE CHECK STUBS HANDLED?

**Leave bottom stub attached**

**Remove bottom stub**

## Pricing

<b>BLANK CHECKS</b>	
500.....	\$50
1,000.....	\$68
3,000.....	\$198
5,000.....	\$275
<b>PREPRINTED CHECKS</b>	
250.....	\$80
500.....	\$100
1,000.....	\$130
2,000.....	\$240
4,000.....	\$440
<b>ENVELOPES</b>	
500.....	\$77
1,000.....	\$122
2,000.....	\$222
5,000.....	\$440



Fax: 866.226.5121    Call: 877.824.2458    DiscountTaxForms.com



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