

Order Form

EiPRINTING

www.checksforless.com

Please type or print orders

Phone: 800.245.5775 • Fax: 800.893.0177 • Mail: 200 Riverside Industrial Pkwy, Portland, ME 04103

DELIVERY ADDRESS (DO NOT USE FOR PRODUCT IMPRINT)

Company _____
Attention _____
Address _____ Apt. _____
City _____
State _____ Zip Code _____
Phone Number () _____
Daytime Phone Number () _____
Fax Number-- () _____
E-Mail Address _____

☐ No, I do not want to receive e-specials and e-updates

PAYMENT INFORMATION

☐ Check/Money Order Enclosed (Made payable to EiPrinting)

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Month/Year ____/____ CID# _____

Credit card billing zip code

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Name as it appears on card _____

Signature _____

PRODUCT ORDERING INFORMATION (FOR ALL PRODUCTS EXCEPT STATIONERY & BUSINESS CARDS)

Quantity	Order #	# of Parts	Description	Laser/Inkjet or Continuous	Software & Version	Color	Starting Number	Reverse Numbering	Price
				L / C				<input type="checkbox"/>	
				L / C				<input type="checkbox"/>	
				L / C				<input type="checkbox"/>	
				L / C				<input type="checkbox"/>	

☐ Please check this box if you are requiring **RUSH SERVICE** or **EXPRESS SHIPPING**. See below for rates and details.

If ordering signature or endorsement/return address stamps, please see ordering instructions on previous page.

ORDER STATIONERY & BUSINESS CARDS HERE

Qty	Order #	Description	Paper Color	Paper Stock	Layout Number	Ink Colors (Text / Graphic or Logo)	Type Style Number	Price
						/		
						/		
						/		

IMPRINT INFORMATION

☐ Check here if imprint is same as your enclosed sample. If not, please indicate changes on your enclosed sample.

Line #1 _____
Line #2 _____
Line #3 _____
Line #4 _____
Line #5 _____

Special Information **ACCT CODE: 25TH**

Your Company Logo on Printed Products at No Charge!

Please provide camera ready artwork (black ink on white paper) or digital file (.tif or .bmp) on disk (PC format only) or via Email: info@checksforless.com. Please indicate how logo is being supplied:

☐ Camera ready art enclosed ☐ PC disk enclosed ☐ Emailed to EiPrinting

ACCOUNT INFORMATION

Bank Name _____
Bank Address _____
Branch Phone Number () _____

Fraction Line ____ — ____ / ____

Example: 35 - 241 / 640

ACCOUNT NUMBER & MICR INFORMATION

All first-time orders must be accompanied by a voided check. If this is a new account, please obtain a starter check or a MICR specification sheet from your bank. For reorders, please indicate our previous order # _____ and your account # _____. Questions? Call 800.245.5775.

SHIPPING

Shipping: Our standard shipping method is via UPS ground (street address required; UPS will not deliver to PO boxes). For faster shipping methods and/or questions, please call 800.245.5775. Shipping is calculated on the subtotal of your order. Please refer to the following chart. **Please note that express shipping charges are in addition to standard shipping charges.**

\$0-35.00	\$35.01-85.00	\$85.01-135.00	\$135.01-200.00	\$200.01-250.00	Over \$250.00
\$5.00	\$8.00	\$12.00	\$16.00	\$20.00	UPS Ground Rate

EXPEDITED SERVICE

Expedited services are available for laser/inkjet checks, deposit slips and envelopes only. One-day, in-plant rush is per check order. Rush orders received by 10am EST will ship same day via selected shipping method. After 10am EST, orders will ship the following business day. For overnight and 2nd day air, normal production time unless in-plant rush is selected.

Subtotal	
Standard Shipping	
5% Sales Tax (ME residents only)	
Optional Expedited Service:	
1-Day In-Plant Rush (per check order)	\$30.00
Overnight 250 Checks (additional)	\$18.00
2nd Day Air 100 checks (additional)	\$12.00
TOTAL	

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