

PC Software Accounting, Inc.
Updated Check, Envelope and Deposit Slip Information
July, 2012

The purpose of this letter is to update you on our **Checks, Deposit Slips and Envelopes** ordering process. The enclosed literature has an updated description on the styles of Checks that we offer and the different colors that are available. We have also updated our pricing structure, by including the price of standard UPS shipping right into the price of the item being ordered. There has been a slight increase in prices mainly due to an increase in shipping costs. We feel this new pricing structure will be less confusing. We have also included a page that we call the **"Check Ordering Information" page**, which will help you quickly and correctly order or reorder checks.

This same literature has been placed on our web site (www.pcsai.com **"Order Checks, Deposits, Etc."**), so that if in the future you need to print out any of this information it will always be available for you.

Here is a review of the Check styles we offer:

1. **Standard Mid Check** - This is the Check style that the **Computer Checkbook** program is expecting to print as a default. This Check is referred to as "Mid" because the actual check prints as part of the middle section with a check stub above and below it.
2. **Standard Top Check** - This Check style is often referred to as the **Quicken/QuickBooks** check format. The Check can be ordered with or without lines on the check face. This style can easily be selected as the default check format in the **Computer Checkbook** program. This Check is referred to as "Top" because the actual check prints as part of the top section with two check stubs below it.
3. **High Security Check** - This Check style has many features that make it very difficult to reproduce on a copier or scanner or to make alterations on the check itself. This Check Style can be ordered in either the "Mid" or the "Top" format.
4. **Blank Check Stock** - With the Blank Check Stock style, the **Computer Checkbook** program prints all the check data to the check including the MICR encoded bank routing number, account number and check number. This Check Style can be ordered in either the "Mid" or the "Top" format. In order to use this style of Check with **Computer Checkbook**, you must have purchased the optional MICR Encoded add-on. If you print checks for many bank accounts or need to change bank accounts, the Blank Check style can save you a significant amount of money.

Here are a few notes that you might consider when placing your check, envelope or deposit slip order:

1. Before placing your check order, it is important to know how your printer requires you to stack the checks. Some printers require you to place the check face up and some printers require you to place them face down. You can order your checks to match your printer requirements. So when you order your checks, you can request either **"Face Up"** or **"Face Down"**.
2. While most colors are available for all the different check styles, there are some exceptions. So please verify that the color you want is available for your style of check.
3. If you would like to enhance the look of your check, you can print **"Logos"**, either standard or custom, at no additional cost.

If you have any questions regarding any of the items mentioned above, please do not hesitate to call us @ 1-941-365-1162. Please ask for either John Marsh or Rich Forman.