



Check Ordering Information

PC Software Accounting, Inc. offers several check styles that work with our Computer Checkbook program. These include:

1. Our standard mid check format.
2. Quicken/Quickbooks top checks (with and without lines)
3. NEW High Security Checks (available in both mid and top check format)
4. Blank check stock. Used with our optional MICR add-on.

Please look over the information below and if you have any questions please feel free to call us at (941) 365 1162 or email us at pcmail@pcsai.com

When deciding which check to order please be aware that while the Computer Checkbook program will work with Quicken top checks, it was designed to use our standard mid check.

While most colors are available for the different check styles there are some exceptions. So please note which colors are available when placing an order.

Here is a check list that will help you when placing a NEW order.

- ✓ Do I have a copy of the check or at least the Account and Routing number for the bank?
- ✓ Do I know how I want my Company's name and address to show on the check?
- ✓ Have I decided on a check style? (mid, top, or blank)
- ✓ What color do I want and is it available in the style that I have selected?
- ✓ How many checks do I want to order?
- ✓ What is the starting check number I need?
- ✓ Do I want to include a logo (standard or custom)?
- ✓ Where do I want the checks sent (We ship by UPS so we need a physical address.)?
- ✓ Where do I want the bill sent to or do I want to pay with a credit card or check?

Here is a check list that will help you when placing a check REORDER.

- ✓ Do I need to make any changes to the bank information?
- ✓ Do I need to make any changes to my company name or address?
- ✓ Do I want to stay with the color that I ordered last time?
- ✓ How many checks do I need this time?
- ✓ What is the starting check number this time?
- ✓ Do I need to change the ship-to-address and/or the bill-to-address?

Once you have all this information, then please fill out the order form and fax it to us @ (941) 366 6618 or mail to the *P.C. Software Accounting* address shown on the Order Form.

Our Standard Mid Check Design

YOUR COMPANY NAME HERE 1001

YOUR COMPANY NAME HERE
123 MAIN STREET
YOUR TOWN, STATE AND ZIP

YOUR FINANCIAL INSTITUTION
CITY, STATE AND ZIP
00-6789-0000

1001

DATE

AMOUNT

PAY TO THE ORDER OF

AUTHORIZED SIGNATURE

Security Features. Details on back.

⑈00 100 1⑈ ⑆000067894⑆ 12345678⑈

YOUR COMPANY NAME HERE 1001



Our program is designed to use the Standard Mid Check. This check comes in standard Herringbone print style and 3 Premium colors.

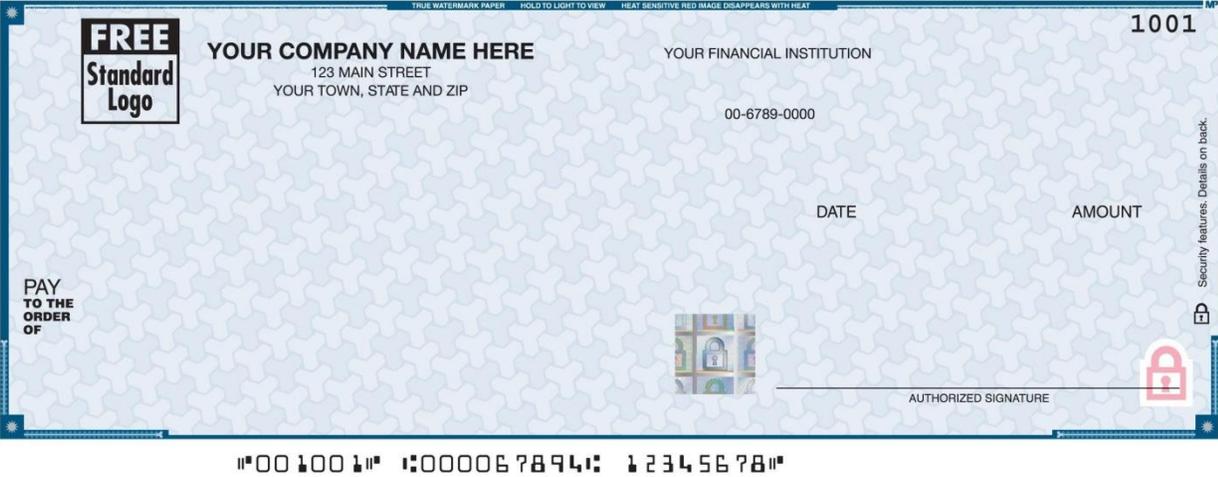
Available **Herringbone colors** are Blue, Maroon, Green, Grey, Tan, Purple and Yellow.



Available **Premium colors** are American Spirit, Antique, and Monetary



New High Security Check Design – Mid & Top



The High Security Checks include 22 security features which include a **Foil Hologram** which cannot be reproduced by copiers or scanners. In addition, a complex pattern design deters attempts to alter the checks by cutting and pasting.

Available colors for **High Security Checks** are Blue, Maroon, Green, Gray and Tan



Note: Because of the additional features, High Security Checks cost more than our standard mid and top check designs.

Standard Top Check Design

YOUR COMPANY NAME HERE 123 MAIN STREET YOUR TOWN, STATE AND ZIP	YOUR FINANCIAL INSTITUTION CITY, STATE AND ZIP 00-6789-0000	1001
PAY TO THE ORDER OF		\$
		DOLLARS
MEMO		
		AUTHORIZED SIGNATURE

⑈00 100 1⑈ ⑆000067894⑆ 12345678⑈

YOUR COMPANY NAME HERE	1001
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YOUR COMPANY NAME HERE	1001
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The Standard Top Check comes in standard Herringbone print style and 5 Premium colors.

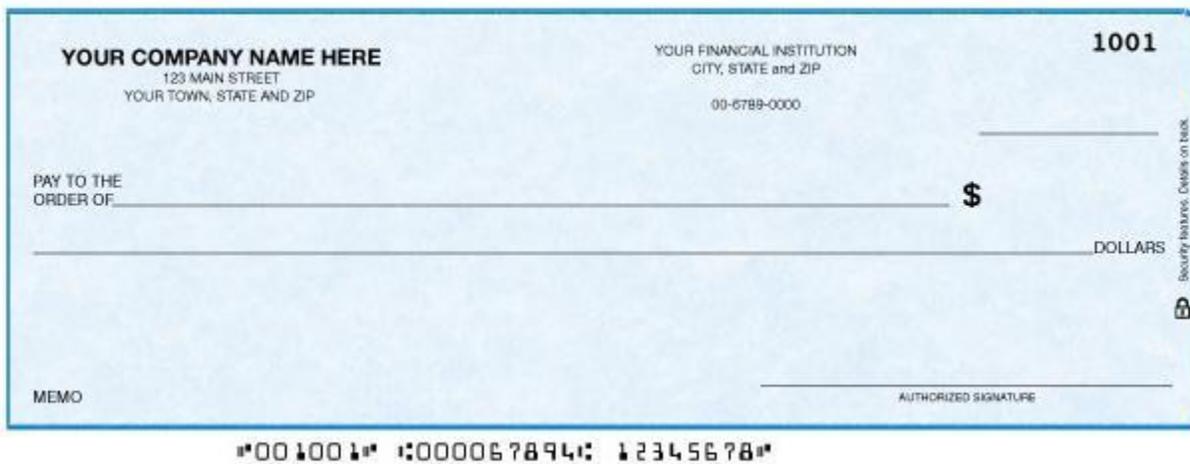
Available **Herringbone colors** are Blue, Maroon, Green, Grey, Tan, Purple and Yellow.



Available **Premium colors** are American Spirit, Antique, Monetary, Blue Marble and Green Marble.



You can also get the Top Check with lines if you prefer.



Blank Check Stock – Mid or Top

The following **Herringbone colors** are available in Black Check Stock.

Available **Herringbone** colors are Blue, Maroon, Green, Grey, Tan, and Purple.

