



We realize that ordering cheques is not something most people do more than once or twice a year. We live and breathe cheques all day, so the process of ordering, the lingo and the terms used are easy for us, but not necessarily for you. Outlined below are the steps to take to place your order, both on-line and manually. If you have any questions throughout the process, don't hesitate to contact us, we are here to help.

NOTE: *If you have placed your order and marked "Proof", nothing will get printed until you are 100% satisfied with the final results, so again, don't worry if you have placed an order and you are unsure about something.*

Ordering Manually - Fax

Note: For this sample, we are ordering a laser cheque for Quickbooks – completed forms below.




1. Download and print the "PDF Order Form"
2. Download and print the "NEW Account Verification Form"
3. Fill in ALL company information fields.
 - o You will notice small check boxes to the left of the company information. Use these to check off which items you want printed on the cheques. NOTE: We do need all details in order to contact you and to keep in our database.
4. Fill in bank information or as indicated on completed form sample, "Faxed Sample" if you are faxing an existing cheque sample.
5. Start number (no leading zeros -001 would print as 1).
6. Software used.
7. Number of signature lines required.
8. How you would like to see your proof, by Fax or email.
9. Boxes below are for filling in your Bank numbers and your account number. Sample form shows that a copy has been faxed in.
10. Put a checkmark on the layout you prefer (cheque Top, Middle or Bottom)
11. Check the colour of cheques.
12. Check the quantity.
13. Check off any add-on items you would like.
14. Put any relevant notes in the note field.
15. Indicate if your are supporting a specific charity that is part of our fund-raising program.
16. Authorize your order by signing, dating and indicating how you would like to pay for your order.
17. Complete the "New Account Verification Form".
18. Fax both completed forms, along with a cheque sample (if applicable) to our offices.
19. Cheque Print calls to confirm receipt of all orders and to review the order details.

#9, 1215 Lake Sylvan Drive S.E.,
Calgary, AB T2J 3Z5

LASER CHEQUE ORDER FORM

PRINT ON CHEQUE	COMPANY INFORMATION (Or fax a sample) <input checked="" type="checkbox"/> <u>Duncan Crane Investments Inc.</u> <input checked="" type="checkbox"/> <u>Suite 3001</u> <input checked="" type="checkbox"/> <u>1235 Any Street NW</u> <input checked="" type="checkbox"/> <u>Calgary, Alberta T2J 3Z5</u> <input checked="" type="checkbox"/> Telephone # <u>403-278-2503</u> <input type="checkbox"/> Fax # <u>403-278-6755</u> <input checked="" type="checkbox"/> email <u>info@duncancrane.ca</u> <input type="checkbox"/> web <u>www.duncancrane.ca</u> Contact Name <u>Peter Crane</u>	BANK INFORMATION (Or fax sample) <u>My Bank In Canada</u> <u>Main Branch</u> <u>45896 Bank street South</u> <u>Calgary, AB T2P 1M5</u> Start # <u>5001</u> Software Used <u>Quickbooks</u> # of signature lines <input type="checkbox"/> ONE <input checked="" type="checkbox"/> TWO FREE PROOF <input checked="" type="checkbox"/> FAX PROOF <input type="checkbox"/> EMAIL PROOF
☐ 1 3 5 8 9 ☐ 0 0 3 ☐ X 1 3 - 5 7 9 - 4 6		

LASER CHEQUES - 11" Pick the layout you need.

REGULAR STOCK Blue Green Purple Brown Red Grey

<input type="checkbox"/> 500 - \$162.75	<input type="checkbox"/> 2000 - \$399.00	<input type="checkbox"/> 5000 - \$682.50
<input type="checkbox"/> 1000 - \$241.50	<input type="checkbox"/> 3000 - \$504.00	<input type="checkbox"/> 10000 - \$1260.00

PREMIUM STOCK

Blue/Silver Green/Gold Purple/Silver Brown/Gold
Burgundy/Silver Grey/Silver

<input checked="" type="checkbox"/> 500 - \$194.25	<input type="checkbox"/> 2000 - \$483.00	<input type="checkbox"/> 5000 - \$787.50
<input checked="" type="checkbox"/> 1000 - \$283.50	<input type="checkbox"/> 3000 - \$630.00	<input type="checkbox"/> 10000 - \$1470.00

Lower quantities, 2-part and 14" size available, call for pricing.

STARTER KIT- REGULAR STOCK
(new accounts only)

500 laser cheques
 500 self-seal envelopes
 2 deposit books
 1 deposit stamp **\$237.29**

STARTER KIT- PREMIUM STOCK
(new accounts only)

500 laser cheques
 500 self-seal envelopes
 2 deposit books
 1 deposit stamp **\$260.91**

LOGOS

Custom black/white logo – \$22.93
 Full Colour logo – \$0.12 per cheque

CHEQUE ENVELOPES
Fit laser cheques Self-seal

500 – \$89.25 1000 – \$147.00

DEPOSIT BOOKS

2 Books (100 slips) – \$25.20
 Vinyl organizer/cover – \$19.60
 3 Books (small size) – \$25.20

STAMPS self-inking

Deposit – \$39.19 Black
 Address – \$39.19 Blue
 Red

Order Authorization & Method Of Payment

VISA Mastercard Direct Debit

Card # _____ Expiry Date _____
 Name On Card _____
 Signature Peter Crane Date April 22, 2009

Notes:
Fax proof to ATT: Mary

GROUP SUPPORTED
A.R.F.

By signing above, I hereby authorize Cheque Print Solutions Inc. to produce the above noted order and either direct debit my bank account or put the charges on my credit card as indicated. I also agree that I have the authority to place this order with the above noted payment method.

All prices include regular freight and GST. Order forms are confidential and are not to be shared without written consent from Cheque Print Solutions Inc.

New Customer Account Verification Form

Procedure for placing a first-time order with Cheque Print Solutions Inc:

Fill in the company/personal information section and then fax it along with your order to us.

Your financial institution will be contacted for verification.

After all information has been verified, your order will be processed.

I HEREBY AUTHORIZE CHEQUE PRINT SOLUTIONS INC. TO CONTACT MY FINANCIAL INSTITUTION TO VERIFY THE FOLLOWING INFORMATION.

COMPANY/PERSONAL INFORMATION

Company/
Personal Name: Duncan Crane Investments Inc.

Current Address: 1235 Any Street NW Calgary

Tel: 403-278-2503 Fax: 403-278-6755 Prov. Alberta PC T2J 3Z5

FINANCIAL INSTITUTION INFORMATION

Name My Bank In Canada Contact: Elizabeth Smith

Address: 45896 Bank street South Calgary

Tel: 403-221-2589 Fax: 403-221-3658 Prov. Alberta PC T2P 1M5

Routing & Transit #:										Your Account #:									
1	3	5	8	9	0	0	3	X	1	3	-	5	7	9	-	4	6		

Signature On
File @ Bank: Peter Crane
(Signature on file at bank)

Signature On
File @ Bank: _____
(Signature on file at bank)

Peter Crane
(Please print - PERSON PLACING ORDER)

(Signature - PERSON PLACING ORDER)

FOR FINANCIAL INSTITUTION USE ONLY

This form has been submitted by the above noted company. Our policy is to have a completed and verified form prior to printing any new order. Please verify all information. Please stamp, sign and date this page and fax back to our offices. Your immediate attention to this matter, would be greatly appreciated.

The noted information is current and accurate.

Signed: _____
(Signature)

Name: _____
(Please print)

Date: _____

TELLER STAMP

