



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.* 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.

Ordering On-Line

Click on new order

1. Click on new order
2. Pick the type of cheque you want
 - o **Laser** - used to run through a laser or ink-jet printer, and generally used with an accounting software (i.e. Quickbooks, Simply Accounting or PC Law).
 - o **Manual** - 1 per page or 2 per page cheques with the stub on the left hand side to record your cheque details. Holes are pre-punched in the stubs to fit in your standard cheque binder.
 - o **Personal** - booked in sets of 25. Attached on the left side, allowing you to put them in a wallet.
3. Click on the style you prefer - Regular or Premium (only for Laser and 2 per page Manual cheques)
4. Check the position of the cheque for Laser
5. Check the colour you prefer.
6. Check the quantity.
7. Check to add a logo (for laser and manual cheques only) if you want to add to your cheques
8. Click on "add to cart" at the bottom - your order details will not be at the top left side of the screen.
9. You now have the choice to "Delete" or "Change" the order details, "Proceed To Checkout", "Create A Quote" or "Continue Shopping"
10. You will notice on the right hand side of the screen there are items noted that you can order, which are often ordered with the item you have chosen (i.e. deposit books, envelopes etc.).
11. Proceed To Checkout - click on this button.
12. Click on "New Customer" button, then "Proceed"
13. Fill in all fields, especially ones noted with a red asterisk. These are required fields. Again if you are not 100% sure of the details, fill-in what you must, even if it is "filler text". Then in the notes section, put in the correct information to clarify. Plus we will do a proof for all business orders, for your final approval.
14. "Notes" section - iff you are supporting a specific group through our Fund-Raising program, enter the name here.
15. Click on "Debit My Account", "Call Me For Credit Card Information" or "Credit Card On Line" for your payment .
 - o If using a the "Credit Card On Line" option, fill in the fields for your credit card.
16. Click on "Submit" - you are done.
17. Cheque Print calls to confirm receipt of all orders and to review the details of your order.