

<b>Distributor Phone</b>		<b>Distributor Order #</b>		<b>SHIP TO: (WE CANNOT SHIP TO A P.O. BOX)</b> <input type="checkbox"/> SHIP TO DISTRIBUTOR							
<b>DISTRIBUTOR NAME/ADDRESS</b>				_____ _____ _____ City _____ State _____ Zip _____ SHIP IN THE NAME OF (if other than Distributor) _____							
<b>CUSTOMER NAME</b>		<b>CUST. ORDER #</b>		<b>REPEAT ORDER #</b>		<b>FORM NAME/#</b>					
		#		<input type="checkbox"/> NEW ORDER <input type="checkbox"/> CHANGE <input type="checkbox"/> EXACT <input type="checkbox"/> PROOF * 5 DAYS #		<input type="checkbox"/> CONTINUOUS <input type="checkbox"/> LIMITED <input type="checkbox"/> CUTSHEET					
<b>QUANTITY</b>		<b># OF PARTS</b>		<b>15 CHECK PANTOGRAPH OPTIONS</b>				<b>CUT SHEET PACKAGING</b>		<b>SIZE</b>	
<input type="checkbox"/> 250 <input type="checkbox"/> 3000 <input type="checkbox"/> 500 <input type="checkbox"/> 4000 <input type="checkbox"/> 1000 <input type="checkbox"/> 5000 <input type="checkbox"/> 2000		<input type="checkbox"/> ONE <input type="checkbox"/> TWO <input type="checkbox"/> THREE <input type="checkbox"/> FOUR		<input type="checkbox"/> RED LINEN <input type="checkbox"/> BLUE LINEN * <input type="checkbox"/> BLUE COPYALERT™ <input type="checkbox"/> TEAL LINEN <input type="checkbox"/> GREEN LINEN * <input type="checkbox"/> GREEN COPYALERT™ <input type="checkbox"/> BROWN LINEN <input type="checkbox"/> MAROON LINEN * <input type="checkbox"/> MAROON COPYALERT™ <input type="checkbox"/> RED MARBLE <input type="checkbox"/> BLUE MARBLE <input type="checkbox"/> TEAL MARBLE <input type="checkbox"/> GREEN MARBLE <input type="checkbox"/> BROWN MARBLE <input type="checkbox"/> MAROON MARBLE				YOUR ORDER DESCRIPTION _____ _____			
LOGOS <input type="checkbox"/> YES <input type="checkbox"/> NO											

\* INDICATES UPCHARGE **IMPORTANT NOTE:** The following information submitted is regarded as copy. Any information not completed will not be included in your order. Artwork submitted with order form must be camera ready art. Printegra, Inc. cannot claim responsibility for sub standard print quality, should artwork submitted be of poor quality. Any samples submitted for reference must reflect exact copy specifications as indicated on order form. Printegra, Inc. cannot be held responsible for incorrect information if submitted otherwise.

**VARIABLE INFORMATION:**

<b>HEADING (NAME, ADDRESS AND LOGO - 5 LINES MAX)</b>		<b>CHECK STUB (NAME AND ADDRESS - 1 LINE MAX)</b>	
<input type="checkbox"/> LOGO ENCLOSED (MAY BE REDUCED TO FIT AREA ALLOWED) TEXT POSITION NO. _____		(MAY BE LIMITED TO NAME ONLY DUE TO SPACE CONSTRAINTS. CONSULT FACTORY.) _____	
_____ _____ _____		<b>FORM REMITTANCE (NAME AND ADDRESS - 3 LINES MAX)</b> (MAY NOT BE AVAILABLE OR MAY BE LIMITED TO NAME ONLY. CONSULT FACTORY.) _____ _____ _____	

<b>BANK (NAME AND ADDRESS - 3 LINES MAX)</b>		<b>ABA FRACTION</b>		<b>FINANCIAL TERMS (3 LINES MAX)</b>	
_____ _____ _____		ROUTING & TRANSIT NUMBER _____		(MAY NOT BE AVAILABLE ON ALL FORMS. CONSULT FACTORY.) _____ _____ _____	

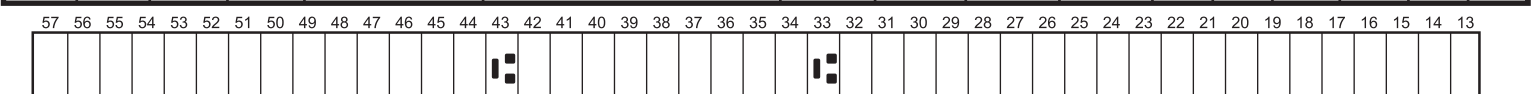
<b>SIGNATURE LINES</b>		<b>SIGNATURE AREA COPY (1 LINE MAXIMUM)</b>				<b>DOUBLE WINDOW ENVELOPE</b>			
<input type="checkbox"/> ONE <input type="checkbox"/> TWO		<input type="checkbox"/> ABOVE LINE <input type="checkbox"/> BELOW LINE				<input type="checkbox"/> ENV 1 <input type="checkbox"/> ENV 2 (PACKED 500/BOX - 2500/CTN.) QTY			

<b>DISTRIBUTOR IMPRINT</b>	
<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> USE DISTRIBUTOR NAME LISTED ABOVE <input type="checkbox"/> _____	

<b>TYPESTYLES</b>				(HELVETICA UPPER CASE WILL BE USED UNLESS OTHERWISE INDICATED.)							
<input type="checkbox"/> AVANT GARDE		<input type="checkbox"/> CENTURY SCHOOLBOOK		<input type="checkbox"/> OPTIMA		<input type="checkbox"/> HELVETICA		<input type="checkbox"/> UPPER CASE TYPE		<input type="checkbox"/> Upper And Lower Case Type	

**NUMBERING:** MICR numbering fields must be completed or submit existing check. **DEPOSIT SLIPS WILL NOT BE ACCEPTED.**

<b>OVERRUN ALLOWED</b>		<b>GUARANTEED NO MISSING #S</b>		<b>STARTING NO.</b>		<b>ARABIC NUMBERING</b>				<b>PREFIX/SUFFIX</b>		<b>FORMS NUMBERING (UPCHARGE)</b>		<b>STATIC MICR</b>		<b>CONSEC MICR</b>		<b>* MOD 9 (CONSEC)</b>			
YES	NO *	YES *	NO			NONE	CHECK	TOP STUB	BOTTOM STUB	TWO STUBS	<input type="checkbox"/> RED		YES *	NO	YES	NO	YES	NO	YES	NO	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										

57	56	55	54	53	52	51	50	49	48	47	46	45	44	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13
																																												

A = ON-US (||) D = DASH (|||)

SPECIAL INSTRUCTIONS/ADDITIONAL FEATURES (Attach additional notes on separate sheet if needed.) If paper grade is other than 24# white micr, please specify.