

**SEND ORDERS TO:**

Fax:	
Phone	770-479-7933
Toll Free:	800-338-4984
Email:	mve@rdasys.com

CHECK ORDER FORM

SHIP TO		
Organization:		
Contact:		Date:
Address:		
City:		Telephone No.:
State:	Zip:	Email Address:

ORDER INFORMATION	
Please circle the appropriate selection and complete the entire form	
All checks will be sheet-fed in RDA's standard long format for Laser, Deskjet or Ink Jet printers.	
Numbering Sequence (instructions on pg. 2): A B C D	
Color: Blue Pink Green Yellow	
Style: Accounts Payable Payroll	
Order Type: New Order Exact Repeat Repeat with Changes	
Starting Check #: _____ Quantity: _____	
NOTE: If you use the same bank account for Vendor and Payroll checks, you MUST select a DIFFERENT series of check numbers. If you are starting your check numbers over, you MUST access the Bank Reconciliation module and purge the old check records that contain these same check numbers.	
Bank Name: _____ Account #: _____	
City, State, Zip: _____	
Number of Signature Lines: _____ Logo* (\$30 one time setup fee): Yes No	
*New request for logo requires camera ready copy of logo emailed to: debbie@mlsassoc.com	
Proof Sheet: Yes No Mailed Acetate: \$30 Email Copy: no charge	
Rush Orders: Same Day - \$155 1 Day - \$110 2 Day - \$80 3 Day - \$60 4 Day - \$40	

Additional Information

- **NOTE:** Your Order **MUST** be received by RDA by 10:00 AM (ET) in order to be considered current day business
 - Please send a copy of sample check with your order. This is **IMPORTANT** for ALL check orders.
 - Shipping of checks should be expected approximately 10 business days after your order is received
- **Changes requiring a MICR spec sheet (routing number change) will incur a one-time \$35 set-up charge
- ***Production time for proofs is 3-5 days

Up or Down?

It seems a very trivial question, except when you're talking about cut sheet checks and the numbering sequence to use. Then it's a very important detail. By choosing a numbering sequence that fits your specific needs, you're letting us know how you expect to see your checks upon opening the shrink-wrapped package. And as always, we make it easy! Simply look at the diagrams below and choose the numbering sequence (A, B, C, or D) that fits your needs, then write it down on your order form. It's just that simple!

If you happen to forget to add the numbering sequence to your order form, don't worry! We'll produce the order using Standard Ascending as the numbering sequence. Or you can give us a call, and tell us how you prefer your cut sheets numbered. We'll be happy to assist you.

