

PLEASE PRINT OR TYPE

Date \_\_\_\_\_ Customer # \_\_\_\_\_

<input type="checkbox"/> NEW ORDER  <input type="checkbox"/> REPEAT ORDER	<b>SHIP TO:</b>		<b>PAYMENT OPTIONS:</b>	
	NAME		<input type="checkbox"/> Check or money order enclosed, made payable to PenSoft	
	COMPANY NAME		<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD
	ADDRESS		<input type="checkbox"/> AMEX	<input type="checkbox"/> DISCOVER CVC _____
	CITY	STATE	ZIP	Account No. _____
PHONE NUMBER ( )		Name on Card (print) _____		
		X _____		
		Authorized Signature _____		
		Expiration Date _____		



## CHECK ORDER FORM

Laser checks #876 and #877  
and  
MICR checks #878 and #879  
are designed for PenSoft Payroll

www.pensoft.com

ITEM NO.	QUANTITY	ITEM DESCRIPTION <small>Please submit one check and one envelope order per order form.</small>	CHECK COLOR	STARTING NUMBER	PRICE
1					
2					

### SPECIAL INSTRUCTIONS FOR NEW LASER CHECK ORDERS

You must mail or fax to 757-873-1733, either a voided check or new account MICR specification sheet filled out by your bank.

**LOGO \$50.00** optional  
One time charge  
(Camera ready art attached)

**FREIGHT**  
UPS GROUND - 48 STATES  
(Call for pricing outside of 48 states)

<b>NEW LASER CHECK ORDERS ONLY</b> <b>INFORMATION TO BE PRINTED ON CHECKS</b> <input type="checkbox"/> See Voided Check Attached. If checked, do NOT complete form below.		<input type="checkbox"/> Additional signature line required	CHECKS SEE CHART	\$
NAME		<input type="checkbox"/> Print in reverse order	ENVELOPES SEE CHART	\$
ADDRESS		<b>TYPE STYLE:</b> CHOOSE ONE <input type="checkbox"/> Helvetica <input type="checkbox"/> Bookman	<b>RUSH Delivery \$40</b> optional <small>100 checks ship in 5 business days UPS NDAS</small>	
CITY			STATE	ZIP
PHONE NUMBER ( )		<b>SHIPPING INFORMATION</b> Ships in approximately 10 business days - See chart on reverse for shipping costs <b>RUSH DELIVERY</b> Additional \$40 for 100 checks to ship in 5 business days. Checks ship UPS NDAS. Remaining order ships Ground.	<b>SUBTOTAL</b>	\$
			VA Residents Add 6%	
			SALES TAX	
			<b>TOTAL</b>	\$

**Thank You**

Mail Completed Order Form with Check or Credit Card Payment:  
151 Enterprise Drive  
Newport News, VA 23603  
Fax Order Form with Credit Card Payment to: 757-873-1733

**ORDER  
ENVELOPES  
TOO!**

### PENSOFT GUARANTEE

We guarantee your preprinted PenSoft checks will be correct limited to the replacement of documents incorrectly printed due to PenSoft's error.

### ADD YOUR CUSTOM LOGO

One time charge - \$50  
Mail camera ready art with your order.  
(Faxed art cannot be used)  
Or e-mail to info@pensoft.com  
Send .jpg or .gif in actual size to be printed.

Payroll Software  
Payroll Services  
Payroll Training Seminars  
Payroll Checks & Tax Forms

**LASER CHECKS**

Laser or ink-jet printer required.

Compatible with PenSoft Payroll Lite Edition & higher

Colors Available: Blue, Green, Mauve, Teal

Qty	100	250	500	1,000	2,000	3,000	5,000	10,000
Laser	\$34	\$56	\$78	\$106	\$166	\$208	\$295	\$559
S/H	\$16	\$18	\$21	\$26	\$42	\$68	\$100	\$170

**MICR CHECKS**

Laser printer with MICR toner required.

PenSoft Payroll Enterprise Edition & higher

Colors Available: Blue, Green, Mauve, Teal

Qty	100	250	500	1,000	2,000	3,000	5,000	10,000
MICR	\$23	\$40	\$50	\$72	\$121	\$182	\$256	\$490
S/H	\$16	\$18	\$21	\$26	\$42	\$68	\$100	\$170

Don't Forget the Envelopes!		
Guaranteed to work with Item #876, #877, #878, & #879		
QTY	ENV	S/H
100	\$20	\$16
250	\$35	\$18
500	\$45	\$21
1,000	\$65	\$26
2,000	\$115	\$42
3,000	\$170	\$68
5,000	\$240	\$100
10,000	\$460	\$170

#876

YOUR COMPANY NAME 123 STREET NAME CITY, STATE, ZIP	YOUR BANK NAME CITY, STATE, ZIP ADDITIONAL LINE 00-000	00001
PAY TO THE ORDER OF \$ DOLLARS		
MEMO		
(9999999   999999999   9999999999		
YOUR COMPANY NAME		00001
YOUR COMPANY NAME 00001		

#878


#877

YOUR COMPANY NAME		00001
YOUR COMPANY NAME 123 STREET NAME CITY, STATE, ZIP	YOUR BANK NAME CITY, STATE, ZIP ADDITIONAL LINE 00-000	00001
PAY TO THE ORDER OF:	DATE	AMOUNT
(9999999   999999999   9999999999		
YOUR COMPANY NAME		00001

#879


**How to Contact Us**

**WEBSITE**

[www.pensoft.com](http://www.pensoft.com)

**TOLL FREE ORDER LINE**

888-PENSOFT (888-736-7638)

Orders only please.

**BUSINESS OFFICE**

For billing, shipping, or ordering information.

Telephone: 757-873-2976

E-mail: [info@pensoft.com](mailto:info@pensoft.com)

**ADDRESS**

151 Enterprise Drive  
Newport News, VA 23603

**PROGRAM SUPPORT**

Telephone: 757-873-1199

E-mail: [support@pensoft.com](mailto:support@pensoft.com)

**TRAINING**

Telephone: 757-873-2976

E-mail: [training@pensoft.com](mailto:training@pensoft.com)

[www.pensoft.com/training/payrolltraining.aspx](http://www.pensoft.com/training/payrolltraining.aspx)

**ONLINE ORDERING**

Order information for new or renewal software, payroll checks, tax forms, signature files, and toner cartridges.

[www.pensoft.com/store/store.aspx](http://www.pensoft.com/store/store.aspx)