

**Mail Concepts, Inc.**

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Ponte Vedra Beach, Florida 32082  
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904-646-1720 Fax \*\* sw21checks@mailconcepts.com E-mail  
www.mailconcepts.com



**Forms Order**

Job #

Order Number \_\_\_\_\_  
Order Date \_\_\_\_\_  
PO # (if applicable) \_\_\_\_\_

**Laser Checks & Envelopes**

Ordered By \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

**We NOW accept AMEX, Visa, MC & Discover**  
Info Must Be Exactly As It Appears Credit Card Statement

Name on Card: \_\_\_\_\_  
Credit Card #: \_\_\_\_\_ Verification #: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Billing Address: \_\_\_\_\_

Signature \_\_\_\_\_

**Laser / Inkjet Checks**

<b>Select Quantity:</b>	<b>Check Placement:</b>	<b>Background Color:</b>	<b>Lines On Check?</b>	<b>Stub Headings?</b>	<b>Check Sequence:</b>
<input type="checkbox"/> 250 @ \$96.00	<input type="checkbox"/> Center Check	<input type="checkbox"/> Blue	<input type="checkbox"/> Add Lines	<input type="checkbox"/> Add Headings	<input type="checkbox"/> STD (1,2,3...)
<input type="checkbox"/> 500 @ \$161.00	<input type="checkbox"/> Top Check	<input type="checkbox"/> Green	<input type="checkbox"/> No Lines	<input type="checkbox"/> No Headings	<input type="checkbox"/> Rev (3,2,1...)
<input type="checkbox"/> 1000 @ \$178.00	<b>Background Style:</b>	<input type="checkbox"/> Burgundy	<b>Signature Lines:</b>		
<input type="checkbox"/> 2000 @ \$239.00		<input type="checkbox"/> Gold	<input type="checkbox"/> 1-Signature		
<input type="checkbox"/> 3000 @ \$302.00		<input type="checkbox"/> Marble	<input type="checkbox"/> 2-Signatures		
<input type="checkbox"/> 4000 @ \$362.00		<input type="checkbox"/> Diamond	<b>Add B&amp;W Logo:</b>		
<input type="checkbox"/> 5000 @ \$434.00		<input type="checkbox"/> Prismatic*	<input type="checkbox"/> Will Email		
		<input type="checkbox"/> Brown	<input type="checkbox"/> On File		
		<input type="checkbox"/> Blue-Red*	<b>Check Starting #</b> _____		
		<input type="checkbox"/> Blue-Green*			

**Check Envelopes (Double Window)**

<b>Gummed:</b>	<b>Peel &amp; Seal:</b>
<input type="checkbox"/> 250 @ <del>\$27.00</del> \$21.60	<input type="checkbox"/> 250 @ \$47.00
<input type="checkbox"/> 500 @ <del>\$49.00</del> \$39.20	<input type="checkbox"/> 500 @ \$89.00
<input type="checkbox"/> 1000 @ <del>\$89.00</del> \$71.20	<input type="checkbox"/> 1000 @ \$137.00
<input type="checkbox"/> 2500 @ <del>\$198.00</del> \$158.40	<input type="checkbox"/> 2500 @ \$269.00

**20% OFF**  
With Check Order

**Shipping Charges & Order Total**

<b>Combined Quantities*</b>	<b>Shipping Charges**</b>	<b>Checks \$</b> _____
1-500.....	\$19.95	<b>Envelopes \$</b> _____
501-2,000.....	25.95	<b>Shipping \$</b> _____
2001-3,000.....	32.95	<b>RUSH \$</b> _____
3001-4,000.....	40.95	
4001-5,000.....	48.95	

**Imprint and Order Information**

(Print text exactly how you want it) Provide Proof?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\* All Florida companies \*\* 7% FL Sales Tax \$ \_\_\_\_\_  
must add sales tax.  
Order Total \$ \_\_\_\_\_  
 **RUSH 100 Checks @ \$50.00\***  
\*in addition to shipping charge - no proofs

**Ship To - if different (No PO Boxes)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bank Information**

Bank Name \_\_\_\_\_ Voided Check Attached

Fraction # \_\_\_\_\_

Routing # \_\_\_\_\_

Acct # \_\_\_\_\_

**Special Notes**

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.....  
.....  
.....

**HOW TO PLACE YOUR ORDER:**  
Please complete this form and fax to (904) 646-1720. Standard in-plant time is 3 business days... RUSH orders are available.  
Florida customers must add applicable 7% sales tax. All payments should be made payable to Mail Concepts, Inc.  
Unless exact re-order, please remember to fax a copy of your voided check. For new checking accounts, ask your bank for a MICR Spec Sheet.