

## CHECK ORDER REQUEST FORM

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_ (to be inserted at a later date)

Name and address as to appear on checks:

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

1. Phone number needed:     no     yes (indicate phone number) \_\_\_\_\_

2. Fax number needed:         no     yes (indicate fax number) \_\_\_\_\_

3. Number of checks needed \_\_\_\_\_ Starting number; indicate either 1001 or \_\_\_\_\_  
(Minimum order of 250 (3 on a page) or 40 for traveler size only)

4. Binder needed:                     no     yes

5. Duplicate copies needed:         no     yes

6. Deposit Slip needed                 no     yes

7. Number of signature lines:         1 or     2

8. Please check type of delivery desired:

FedEx (overnight)

Standard UPS (10-day delivery)

FedEx billing account number # \_\_\_\_\_

9. Mailing address:

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

Attn: \_\_\_\_\_

Other special instructions:

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

***Please Fax to Attn: Cash Management Dept. at 1-866-975-4733***