

ADP CHECK PRINTING SUPPLIES ORDER FORM

PLEASE COMPLETE THIS PAGE AND EMAIL TO: salesteam@ipsboston.com
THIS FORM CONTAINS ADDITIONAL INFORMATION WHICH IS REQUIRED TO PROCESS YOUR ON-LINE ORDER
FROM OUR CATATALOG.

YOU WILL NEED TO COMPLETE ONE FORM FOR EACH CHECK STOCK ITEM YOU ORDER

Please provide ADP software and version here: (Required)

IF ORDERING A LOGO FOR CHECK STOCK -
Please email your logo to salesteam@ipsboston.com.
Acceptable file formats for logos: .bmp, .jpg, .jpeg, .tiff, .eps

SECTION # 1

YOUR ORDER FOR PRE-PRINTED CHECKS FOR ALL ADP APPLICATIONS CANNOT BE PROCESSED WITHOUT PROVIDING A VOIDED PAYROLL CHECK OR MICR SPECIFICATION SHEET FROM YOUR BANKING INSTITUTION.

Please complete the following:

STARTING CHECK #: # OF SIGNATURE LINES (not to exceed 2):

USE SAMPLE THAT I HAVE INCLUDED OR OUR ADDRESS HAS CHANGED, USE ADDRESS SHOWN BELOW

What could be pre-printed on security check stock depends on software version: MICR encoding; Arabic Numbering; Company name and address on check and stub; Bank name and address including fractional ABA number; blank signature lines; LOGO

SECTION #2 (Please Check Box if this is first time ordering)

FIRST TIME ORDERS !!!! ALL ADP CUSTOMER'S - WE NEED YOUR ADP REPRESENTATIVE'S NAME, PHONE NUMBER

ADP Representative Name: ADP Rep. Phone Number:

ADP Parent/Company Code: optional

Your Name: Your Phone Number:

Your E-mail Address (*REQUIRED FIELD) Your Fax Number: optional

PROVIDE ORDER NUMBER: (Can be found on your printable receipt or in the confirmation email sent by our on-line catalog. Please print the order number in the box below. #)

• **GROUND SHIPPING IN 2 TO 4 BUSINESS DAYS**
(Please note: Some banks require samples for testing prior to completion of order which can delay final shipping date.)

• **RUSH DELIVERY AVAILABLE**

PRICING SUBJECT TO CHANGE WITH NOTICE AND APPROVAL FROM CUSTOMER

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