

# Xpresscheck Order Form



To order, please complete and email this document to [xpresscheck@rrd.com](mailto:xpresscheck@rrd.com) or fax it to 800-314-5375. If you need assistance, please contact us at 855-845-9585.

RR Donnelley  
350 17th Street  
Monroe, WI 53566

**1** Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

NEW Tax Exempt Yes  No  Previous Order Number  
 REPEAT  
 REVISED REPEAT \_\_\_\_\_

### ORDER QUANTITY

Checks  25 = \$160.92  50 = \$191.48  100 = \$252.58  250 = \$403.32  500 = \$594.80  1,000 = \$863.66  2,000 = \$1564.36  
 Envelopes  25 = \$242.42  50 = \$244.45  100 = \$285.20  250 = \$509.25  500 = \$529.62  1,000 = \$570.34  2,000 = \$945.16

Return address to be printed on envelope: \_\_\_\_\_  
 (Please complete only if you are ordering envelopes)  
 \_\_\_\_\_  
 \_\_\_\_\_

### 2 Add Rush Charge

3-4 Days \$35  
 1-3 Days \$75

\*Prior approval from plant required\*

### SHIP TO: No P.O. Box numbers please.

Attn.: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City/State/ZIP: \_\_\_\_\_

### SHIPPING METHOD: (Standard production time is 6-8 business days + delivery time)

Please ship my order via:  UPS Ground  2nd Day Air  Next Day Air

### 3 PAYMENT METHOD REQUIRED:

Credit Card:  MasterCard®  Visa®  American Express® - Please call 855-845-9585 with credit card information to process your order.

Print Name: (exactly as it appears on card) \_\_\_\_\_

Purchase order number or reference: (not required) \_\_\_\_\_ (We'll reference your name if no PO is specified)

### 4 Show us how you would like your check printed.

Complete the yellow highlighted areas on the form with your bank information and starting consecutive check number.

**LOGO**  DAYFORCE LOGO  
 NO LOGO  
 THIRD-PARTY LOGO (please provide art file)

SECOND SIGNATURE LINE REQUIRED

**BANK NAME & LOCATION** **BANK ROUTING FRACTION** **STARTING CONSECUTIVE CHECK NUMBER**

MP

THE BACK OF THIS CHECK CONTAINS A SECURITYMARK - DO NOT ACCEPT WITHOUT HOLDING AT AN ANGLE TO VERIFY SECURITYMARK

### INDICATE THE MICR CHARACTERS BY FILLING THE BLOCKS WITH THE APPROPRIATE NUMBERS AND ABBREVIATIONS:

☐ TRANSIT NUMBER	T	☐ CONSECUTIVE NUMBER	X
☐ ON-US SYMBOL	U	☐ BLANK SPACE	B
☐ DASH SYMBOL	D	☐ CHECK DIGIT	C
☐ AMOUNT SYMBOL	A		

61 60 59 58 57 56 55 54 53 52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

☐

AUXILIARY ON-US FIELD ROUTING FIELD ON-US FIELD (Account #) AMOUNT FIELD

BE SURE TO NOTE ANY BLANK SPACES WITH A 'B'