



NTT DATA Long Term Care Solutions, Inc.

NTT DATA OFFICE USE ONLY	
Date Received:	_____
Hold:	YES or NO _____
NTT DATA Order#	_____
Ship Date:	_____
Delivery Date:	_____

CHECK ORDER FORM

***** PLEASE fax a voided check copy with your completed order form to 425-307-2230 *****

PLEASE CHECK BOX IF CHANGES NEED TO BE MADE* - Please note the changes on the check copy for: Bank Info, Company Name/Address/Phone, and/or Account Number.

PLEASE CHECK BOX IF NEW CHECK ORDER* (never ordered from NTT DATA before)

Name and Address of Facility on Check:

SITE# _____

BILL TO ACCOUNT# (If Different Than Above)

SHIP TO ADDRESS: (If Different Than Above)

CONTACT: _____

FOR AP or PR? _____
BROWN or BLUE? _____
BEGINNING CHECK# _____
SPEC# _____
QUANTITY: _____

FOR NEW CHECK ORDERS ONLY (see below link for definition)

STANDARD CHECKS: _____ Standard checks come FACE-UP with the low number on top
INVERTED CHECKS: _____ Inverted checks come FACE-DOWN with the low number on top.

Bank-supplied MICR Spec sheet must be attached.
<http://www.nttdatalc.com/documents/services/check-orientation.pdf>

PURCHASE ORDER# _____

PHONE: _____

FAX: _____

EMAIL: *** _____

*** Required when NEW or a CHANGE has been made.

SHIPPING AND DELIVERY OPTIONS

STANDARD = 4 WEEKS (3 weeks processing + shipping ground service - ALLOW UP TO 7 DAYS FOR DELIVERY)
 TWO WEEK RUSH = ADD \$60.00 (2 weeks processing + shipping - PLEASE MARK PREFERENCE BELOW)
 ONE WEEK RUSH = ADD \$80.00 (1 week processing + shipping - PLEASE MARK PREFERENCE BELOW)

GROUND _____ 3 DAY _____ 2 DAY _____ NEXT DAY _____
(Allow up to 7 days)

QUANTITY	500	1000	2000	3000	5000
Laser 1 - part Blue or Brown	\$200.00	\$245.00	\$280.00	\$315.00	\$390.00
Laser 1 - part Custom Colors (see next page for custom colors)	\$300.00	\$395.00	\$480.00	\$573.00	\$700.00

Add \$50 for customer-supplied art work or logo.
(Hard copy of art work or logo must be sent via email to art@nowimpressions.com & cc: nancy@nowimpressions.com)
*Add \$35 for an initial order, or any order that requires a typesetting change.

NOTE: All prices are subject to change without notice and are F.O.B. Redmond, Washington

Important Check-Ordering Information

All check orders must conform to NTT DATA check stock specifications (address, magnetic bank number, and MICR consecutive numbers).

Bank-supplied MICR Spec sheet is required on all new check orders or changes of bank or account information.

A copy of your check must be faxed to 1-425-307-2230 with every order.

Add \$35.00 for an initial order, or any order that requires a typesetting change.

Contact our Order Desk if you need to make changes to your checks.

Checks preprinted on NTT DATA check stock are only available in the colors noted.

Custom laser checks are available in light blue, teal, maroon, green and red. Ink colors will match the check color, for example green ink on green checks, or maroon ink on dark pinkish/maroon check.

Black ink is considered a 2nd color and will require a 2nd ink color run for an additional charge.

Standard processing time is three weeks from receipt of order. Allow an additional week for delivery.

Checks are sent via ground service.

For Rush Delivery Service, phone our Order Desk at 1-800-426-2675.

The fees outlined above do not include SHIPPING CHARGES. Ground service, Three Day, Two day and Overnight service are all available options. All shipping charges are in addition to the prices listed above.

Need your checks sooner? We can ship your order in one week. One week RUSH charge is \$80. Two week RUSH charge is \$60.

Our lead times do not include shipping time and the RUSH fees do not cover any shipping charges. All shipping charges are in addition to the prices outlined above.