



KEANE OFFICE USE ONLY	
Date Received:	_____
Hold:	_____ YES or NO _____
Keane Order#	_____
Ship Date:	_____
Delivery Date:	_____

VistaKEANE 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 KEANE before)

Name and Address of Facility on Check:

SITE# _____

BILL TO ACCOUNT# (If Different Than Above)

SHIP TO ADDRESS: (If Different Than Above)

CONTACT: _____

Please Circle Type and Color: AP or PR
 BLUE or BROWN or COLOR (see attached) LASER or PIN FED / DOT MATRIX

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.

<http://keanecare.com/html/support/order/check-order.asp>

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 UPS ground - 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 mail to NOW Impressions @ 17965 NE 65th St. Redmond, WA 98052 or email to art@nowimpressions.com & cc: nancy@nowimpressions.com)

Add \$35 to change from continuous pinfed to laser checks.

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

Important Check-Ordering Information

All check stock must conform to VistaKEANE 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.

Add \$35.00 when changing from pin fed checks to laser checks.

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

Checks preprinted on VistaKEANE 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 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.

Pin Fed checks are available in 3 part blue only.

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

Checks are sent via UPS Ground Service.

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

The fees outlined above do not include SHIPPING CHARGES. UPS 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.