

INSTRUCTIONS:

- >> Print this form (takes three 8-1/2 x 11" pages). Then manually complete the form.
- >> If you do not own a printer, call **1-800-432-1285** and an order form will be sent to you.
- >> The Microsoft Private Label Checks are designed for use only with Microsoft Money.

**CODE = PL0017
#114918001**

MICROSOFT MONEY

For U.S. and Canada Only

Microsoft Money Checks

P.O. Box 64181, St. Paul, MN 55164-9635

1-800-432-1285 (Voice), 1-800-531-1931 (Fax)

Prices subject to change without notice.

The Microsoft Unconditional Guarantee

If for any reason you are not completely satisfied with any Microsoft Money check, simply return it for a full refund or replacement product.

1 CUSTOMER NAME AND SHIPPING ADDRESS:

ATTENTION: _____ TITLE: _____

 FIRM NAME: _____ PHONE NUMBER: _____

 ADDRESS: _____ FLOOR, ROOM OR SUITE NUMBER: _____

 CITY, STATE, ZIP CODE: _____

TO BETTER SERVE YOU:

DO YOU USE:

CONTINUOUS COMPUTER FORMS?	___ (1) NO	___ (2) YES
INDIVIDUAL SNAP-APART BUSINESS FORMS?	___ (1) NO	___ (2) YES
ONE-WRITE/PEGBOARD ACCOUNTING SYSTEM?	___ (1) NO	___ (2) YES

TYPE OF SOFTWARE/VERSION/APPLICATION: _____

TYPE OF BUSINESS: _____ NUMBER OF EMPLOYEES: _____

2 PAYMENT OPTIONS: (Prepayment is required)

___ Check or money order enclosed, made payable to Microsoft Money Checks.

Please bill my: ___ American Express ___ MasterCard ___ VISA ___ Discover

Cardholder Name: _____

Account Number: _____

Authorized Signature: _____

Expiration Date: _____

3 ORDER INFORMATION:

COMPLETE THIS SECTION WHEN ORDERING FORMS, STATIONERY & SUPPLIES: (for product numbers, see the "Ordering Checks" online Help topic)

PRODUCT NUMBER	QUANTITY	DESCRIPTION	No. OF PARTS	INK COLOR	FORMAT No.	TYPESTYLE No.	STANDARD LOGO NUMBER	STARTING NUMBER	CHECK COLOR	TOTAL \$ AMOUNT

(See below for extra charges) **EXTRA CHARGES:**
SUB-TOTAL:
SHIPPING:
TAX:
Thank You **TOTAL:**

We are required to charge you state, county or local sales tax where applicable. Illinois residents are required to pay a 3.375% sales tax.

- PLEASE NOTE: Extra charges below are per product.**
- \$4.50 charge for using standard logos available from Microsoft Money Checks.
 - LOGO ARTWORK:
 - \$40.00 charge for your own logo (new order).
 - \$25.00 charge (a \$15.00 savings) when you provide camera-ready artwork.*
 - \$5.00 charge for your own logo (re-order).

CUSTOM LOGO GUIDELINES

* **"CAMERA-READY ARTWORK"** is clean, original, black & white artwork. If your artwork is a photocopy, fax, photograph, raised surface (such as thermography), screened artwork, cut block or a sample, send it in -- we'll make it camera-ready for a nominal fee of \$40.00. (Artwork requiring more than 1 hour of touch-up will be subject to an additional charge.)

4 SHIPPING CHARGES:

FEDERAL EXPRESS ECONOMY TWO-DAY SERVICE:

LESS THAN \$50.00 ORDER	\$5.95
\$50.00 THROUGH \$99.99	\$9.95
\$100.00 THROUGH \$149.99	\$14.95
\$150.00 THROUGH \$299.99	\$19.95
\$300.00 THROUGH \$499.99	\$29.95
\$500.00 AND ABOVE	\$39.95

ONE DAY SERVICE AVAILABLE. Please add additional charge for total shipping cost: \$10.00 for orders under \$500.00, or \$20.00 for orders over \$500.00

5 IMPRINT INFORMATION: Send a printed sample or fill in wording below.
 Phone numbers will not be printed on envelopes.

Please print the following on: (Product Numbers)

Please print the following on: (Product Numbers)

Stationery Format: E1 Flush Left E2 Centered

TO ORDER BY PHONE, CALL **1-800-432-1285**.
 OR FAX YOUR ORDER TO: **1-800-531-1931**.
 Check Consultants are available Monday through Friday, 8.00 A.M. to 5.00 P.M. CST.