

**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**

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**MICROSOFT MONEY**

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*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.

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**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.

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**1 CUSTOMER NAME AND SHIPPING ADDRESS:**

ATTENTION: \_\_\_\_\_ TITLE: \_\_\_\_\_  
 \_\_\_\_\_  
 FIRM NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ FLOOR, ROOM OR SUITE NUMBER: \_\_\_\_\_  
 \_\_\_\_\_  
 CITY, STATE, ZIP CODE: \_\_\_\_\_

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**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: \_\_\_\_\_

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**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.	TYPE/STYLE No.	STANDARD LOGO NUMBER	STARTING NUMBER	CHECK COLOR	TOTAL \$ AMOUNT

(See below for extra charges) **EXTRA CHARGES:**

**SUB-TOTAL:**

**SHIPPING:**

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. **TAX:**

**Thank You**

**TOTAL:**

**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.