

# Fax 309-692-7676 • Phone 309-692-9090

Mid-Central Business Forms, Inc.

Company Name \_\_\_\_\_ Phone/Acct.# \_\_\_\_\_  
 Contact Name \_\_\_\_\_  New Order  Reorder  
 Date \_\_\_\_\_ Software \_\_\_\_\_ Version \_\_\_\_\_

**ALL ORDERS SHIP UPS GROUND**  
 (Unless Specified Otherwise) \_\_\_\_\_

Invoice To: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City / State: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Fax: \_\_\_\_\_

Ship To:  Same as Invoice To

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>ACS MANAGEMENT Plus™</b>		<b>QuickBooks</b>	<b>Great Plains</b>	<b>Other</b>
QTY	QTY	QTY	QTY	QTY
<b>ACS 101</b> _____ <i>ENV 949</i> _____ <small>Laser Statement</small>		<b>QB 202</b> _____ <small>Laser Check</small>	<b>GP 302</b> _____ <small>Laser Check</small>	
<b>ACS 102</b> _____ <i>ENV 938</i> _____ <small>2-On-A-Page</small>		<i>ENV 937</i> _____	<i>ENV 938</i> _____	
<b>ACS 103</b> _____ <i>ENV 938</i> _____ <small>3-On-A-Page</small>		<b>QB 203</b> _____ <small>Laser Statement</small>	<b>GP 303</b> _____ <small>Laser Statement</small>	
<b>ACS 104</b> _____ <small>Receipt</small>		<i>ENV 947</i> _____	<i>ENV 949</i> _____	
		<b>QB 204</b> _____ <small>Deposit Ticket</small>	<b>GP 304</b> _____ <small>Deposit Ticket</small>	

Company Logo (Free):  YES  NO  LOGO ONLY - NO TEXT

- Logo must be black & white, camera ready
- Logo must be saved in JPEG or TIFF format
- Resolution must be at least 200 dpi

Check Background Color: **LINEN:**  Blue  Green  Burgundy  Tan  
**MARBLE:**  Blue  Teal  Burgundy  
**PATRIOT:**  (Note: Imprint color black only)

Starting Check Number: \_\_\_\_\_

1. Fax a VOID check sample. Note any changes on check
2. How is the paper loaded:  Face up  Face down /  Low No / On Top  High No / On Top
3. Number of signature lines:  One  Two
4. Text under line 2:  Yes  No
  - a.  Authorized Signature
  - b.  VOID After \_\_\_\_\_ Days
  - c.  Company name above line 1 or 2

MICR Toner Qty. \_\_\_\_\_ Make \_\_\_\_\_ Model # \_\_\_\_\_  
 Blank Laser Checks Qty. \_\_\_\_\_ Color \_\_\_\_\_ T M B  
 Deposit Books Qty. \_\_\_\_\_ 2 part \_\_\_\_\_ 3 part

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_