MAIL TO: HARLAND CLARKE
MICR DOCUMENTS

Street Address: 4867 Harold Gatty Drive, Salt Lake City, Utah 84116

MICR DOCUMENT
ORDER/REORDER FORM

PHONE: 1-800-552-2902   EMAIL: printsolutions@vericast.com

1 CUSTOMER INFORMATION

PERSON ORDERING	ABA ROUTING NUMBER
PHONE NUMBER ( )	PURCHASE ORDER NUMBER
BRANCH NAME AND COST CENTER NUMBER	
FINANCIAL INSTITUTION NAME	
MAILING ADDRESS	
CITY, STATE, ZIP CODE	

2 SHIPPING INFORMATION

Fill out if different from address at left.   (Street address required for delivery)

FINANCIAL INSTITUTION NAME	
ATTENTION	ABA ROUTING NUMBER
STREET ADDRESS	
CITY, STATE, ZIP CODE	

RUSH AVAILABLE (Call for information)

3 BILLING INFORMATION

☐ Check here if billing address is different from customer information. Indicate billing address under special instruction area below.

4 CUSTOM FORM AND REORDERING INFORMATION *(CHECK ALL THAT APPLY)*

☐ Current, revised or new MICR document is attached.   ☐ Purchase order enclosed   ☐ Price quotation requested   ☐ Proof requested

Quantity: _____   Binding Style: _____   Start No. (If required) _____

STOP: **IF YOU HAVE ATTACHED A SAMPLE FORM, YOU DO NOT NEED TO COMPLETE SECTION 5-8.**

5 CATALOG PRODUCTS ORDERING INFORMATION

FORMAT OPTION (For Cash Tickets & G.L.s)	PRODUCT NUMBER	DESCRIPTION	BINDING OPTION	QUANTITY	STARTING NO. (IF REQUIRED)	NUMBER OF PARTS*	UNIT/PER 1,000 PRICE	TOTAL $ AMOUNT
							TOTAL	

PRICES DO NOT INCLUDE TAX OR DELIVERY.

6 MICR CODING INFORMATION: *ALL PARTS CODED THE SAME AS ORIGINAL*

☐ Check here if MICR codeline changes from part to part. Indicate MICR information on parts using back of this form.

PRODUCT NUMBER _____   PAPER COLOR _____

52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

PRODUCT NUMBER _____   PAPER COLOR _____

52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

PRODUCT NUMBER _____   PAPER COLOR _____

52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

PRODUCT NUMBER _____   PAPER COLOR _____

52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

7 IMPRINT INFORMATION *CHECK ALL THAT APPLY.*

Financial Institution Name and Address
☐ Imprint per attached sample
☐ Imprint per attached black/white artwork (composition charges may apply)
☐ Imprint as shown below
Institution name _____
City, State and Zip _____

Miscellaneous
☐ Omit "General Ledger" headline on General Ledger Forms. If not checked, heading will be included.

Fractional _____ - _____ / _____

8 SPECIAL INSTRUCTIONS *(SHRINK WRAP, SIGHT HOLE SPECIFICATIONS, TELLER NUMBERS, TELLER RECEIPT MESSAGES, REMITTER LINE, GENERAL LEDGER ACCOUNT NAME AND DESCRIPTIONS, ETC.)*

_____

_____

(Continued on back)

For ordering assistance call 1-800-552-2902   **Thank you for your order**

MULTI-PART MICR CODING INFORMATION

PRODUCT NUMBER _____

ORIGINAL PAPER COLOR _____

52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

DUPLICATE PAPER COLOR _____

52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

TRIPLICATE PAPER COLOR _____

52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

QUADRUPLICATE PAPER COLOR _____

52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

PRODUCT NUMBER _____

ORIGINAL PAPER COLOR _____

52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

DUPLICATE PAPER COLOR _____

52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

TRIPLICATE PAPER COLOR _____

52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

QUADRUPLICATE PAPER COLOR _____

52 51 50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

8 SPECIAL INSTRUCTIONS *(Continued)*

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