



# CHEQUES

PRODUCT  
CATALOGUE



# Computer Cheques

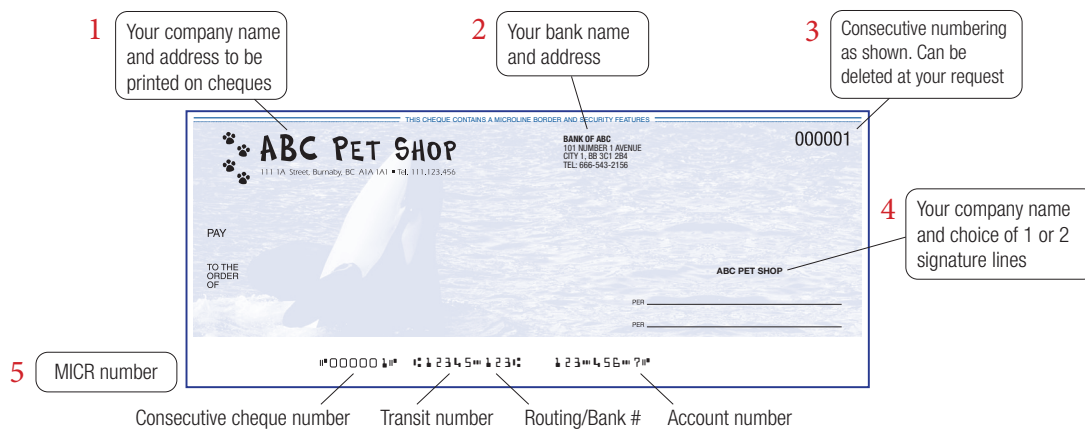
## HOW TO ORDER

### STEP 1:

The first step to the cheque ordering process is knowing which software you are using. This will determine the corresponding cheque body to use (please see pages 6-9 for software options). If you do not see your software or illustration of your cheque, call us for assistance.

### STEP 2:

There are 5 main imprint areas on every cheque order as seen in the illustration below.



1. Provide your company name and address as you want it to appear on your cheque. There is the option of having your company logo printed.
2. Provide your bank name and address.
3. Provide the consecutive numbering sequence for your cheques.
4. Your company name appears above your choice of 1 or 2 signature lines.
5. Consecutive cheque number, transit number, routing/bank # and account number are required. You may also obtain a MICR specification sheet from your bank.

### UNDERSTANDING MICR ENCODING

| consecutive cheque number | transit number        | routing/bank #                   | account number            |
|---------------------------|-----------------------|----------------------------------|---------------------------|
| ⑈ 00000 ⑆ ⑈               | ⑆ 1 2 3 4 5 ⑈ ⑆ 2 3 ⑆ | ⑆ 2 3 4 ⑈ ⑆ 2 3 ⑆                | ⑆ 2 3 4 ⑈ ⑆ 2 3 4 5 6 7 ⑈ |
| your numbering series     | identifies branch     | identifies financial institution | your account              |

### STEP 3:

Choose your pantograph (background) colour and design

#### Basic Pantographs

Colours: **Red** 186 **Blue** 287 **Black** **Process Blue** **Green** 347 **Burgundy** 220 **Reflex Blue** **Brown** 168 **Buff** 142

Designs: **Standard QE** **Dunes** **Oak** **Ripple**

Basic Security (bond with Secure Lock) Available in standard QE design - 287 Blue, Process Blue, 186 Red and 347 Green only - Top or middle cheque only.

Additional styles available with screening on stubs:

Colours: **Green** 347 **Burgundy** 220 **Reflex Blue** **Brown** 168

Designs: **Linen** **Diminishing** **Marble**

#### Canadiana Pantographs (Colours available as illustrated only)

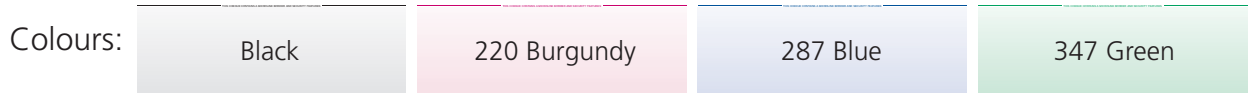
**Whale** 287 Blue **Wheat** 142 Buff **Mountains** 347 Green **Bear** 168 Brown **Lighthouse** S57 Blue **Horses** 168 Brown **Train** Black

# Manual Cheques

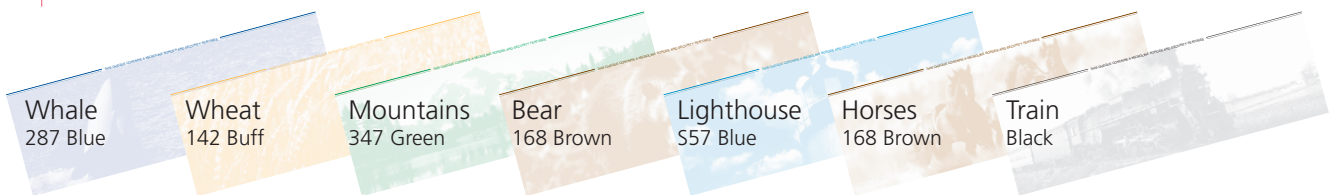
HOW TO ORDER

## STEP 1: Choose your pantograph (Colours available as illustrated only)

### Basic Pantographs (Standard QE is the only design option)

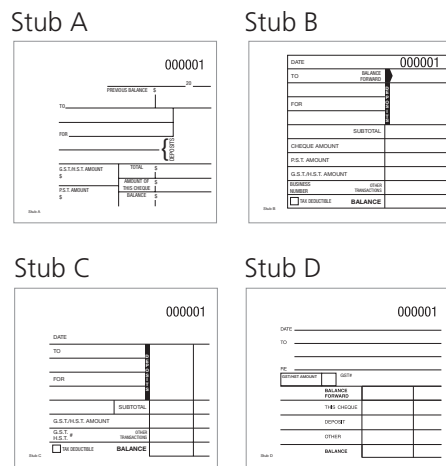


### Canadiana Pantographs (Colours available as illustrated only)



Black imprint only for all manual cheques. Provide company information (see page 1)

## STEP 2: Choose your stub



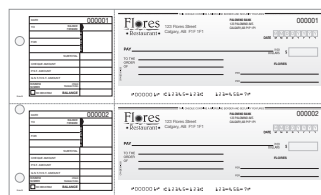
## STEP 3: Choose your cheque style



## STEP 4: Choose your FORMAT



1 Up (3 1/4 x 11)

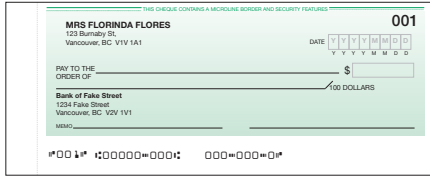


2 Up (6 1/2 x 11)

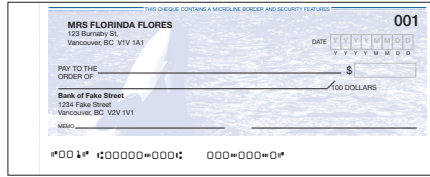
**Vinyl binders  
for both sizes!**



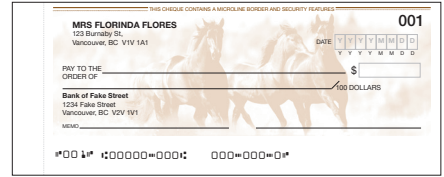
# Personal Cheques



Standard - 347 Green



Whale - 287 Blue



Horses - 168 Brown

- Available pantographs: Standard-347 Green, Whale-287 Blue, Horses-168 Brown
- Convenient size 2 3/4" x 6 1/4"
- Low minimum quantities. Choose from: 100, 200 & 300
- Booked with a two page bank ledger at back of book

## ORDER FORM

Date \_\_\_\_\_

Quantity  100  200  300

Pantograph  Whale  Horses  Standard

Numbering *-3 digits only-* starting at \_\_\_\_\_  
(Consec MICR number mandatory for CPA)

Signature lines  1  2

Proof  No  H/Copy  PDF \_\_\_\_\_

### CUSTOMER INFO ON CHEQUE

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Prov \_\_\_\_\_ P.C. \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Email address

### BANK INFO

Bank logo

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Prov \_\_\_\_\_ P.C. \_\_\_\_\_

### MICR NUMBER

Transit # \_\_\_\_\_


Routing/Bank # \_\_\_\_\_


Account # \_\_\_\_\_


Refer to Pg. 1 for MICR ENCODING explanation


# Security Features


## Product Specifications


 True Fourdrinier paper machine watermark - Optically dull


 Non-polar class solvent (approx. 35 solvents) reactivity

 Bleach and oxidizer reactivity - brown stain

 Invisible embedded fiber

 Polar class solvent (approx. 30 solvents) reactivity

 Printloc® option - true security level toner anchorage for laser printing

 Secure Lock - secure lock logo printed on back. Hold at an angle to view

## Extra security features for added protection

### Warning Bands

Printed warning on document face notifies document handlers and criminals of security features present.

### Microprinting

Miniature print appears as a line or rule. Difficult to scan or copy. Can be verified with a magnifying glass. Helps with authentication.

### Hologram\* (available on laser cheques only)

Add a hologram as an extra visible feature. Holograms are safe to use in laser printers. A hologram cannot be reproduced by copiers or scanners.

| SECURITY STOCKS          | Secure Lock on back (hold at an angle to view) | Pantograph on face | Microline | Chemical alteration indicators | True watermark | Invisible fibres | Printloc toner adhesion | Green & red fibres visible in paper |
|--------------------------|--|--------------------|-----------|--------------------------------|----------------|------------------|-------------------------|-------------------------------------|
| Basic Secure Lock (bond) | ✓  | ✓                  | ✓         |                                |                |                  |                         |                                     |
| Standard-Defensa® Design |  | ✓                  | ✓         | ✓                              | ✓              | ✓                | ✓                       |                                     |
| Upgrade-Super Security*  |  | ✓                  | ✓         | ✓                              | ✓              | ✓                | ✓                       | ✓                                   |

\* Additional upcharge



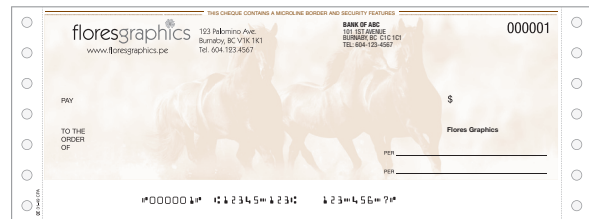
# Accounting Software

## QUICKBOOKS PRO

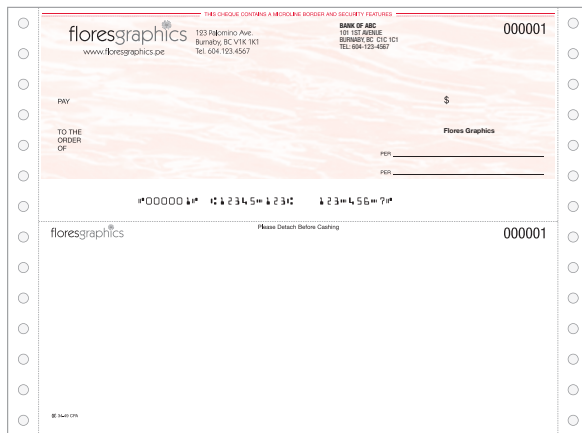
ALL DESIGNS ARE AVAILABLE FOR TRACTOR FEED PRINTERS



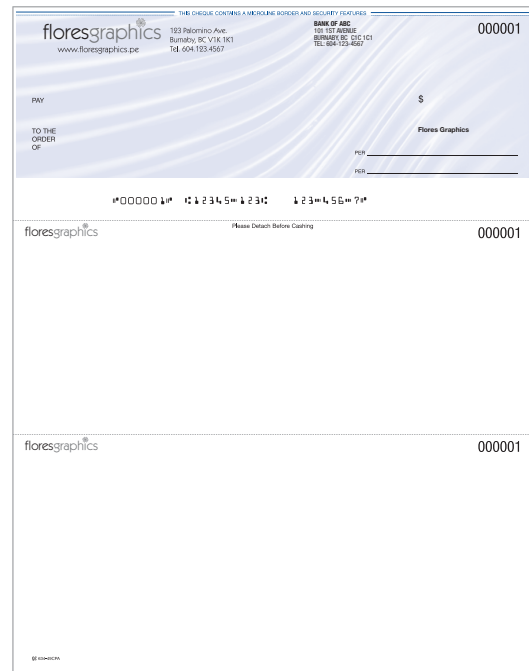
631-49 - Laser (8 1/2 x 11)



31-49 - Continuous (9 1/2 x 3 1/2)



34-49 - Continuous (9 1/2 x 7)

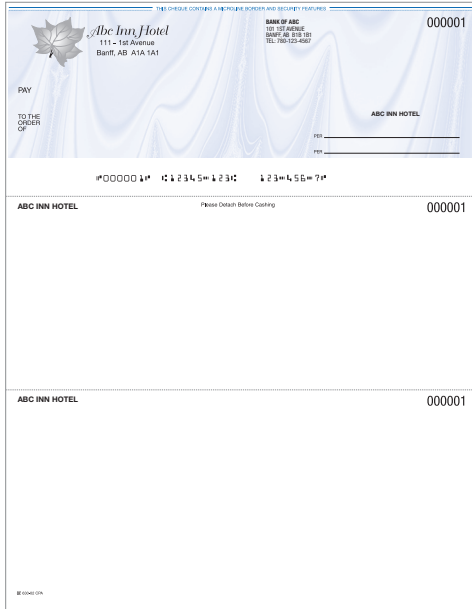


634-49 - Laser (8 1/2 x 11)

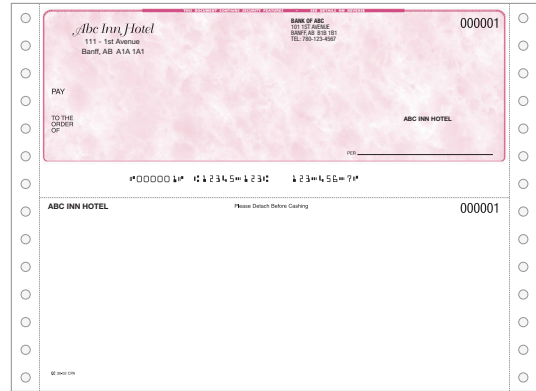


# Accounting Software

## SIMPLY ACCOUNTING (SAGE)



630-02 - Laser (8 1/2 x 11)



30-02 - Continuous (9 1/2 x 7)



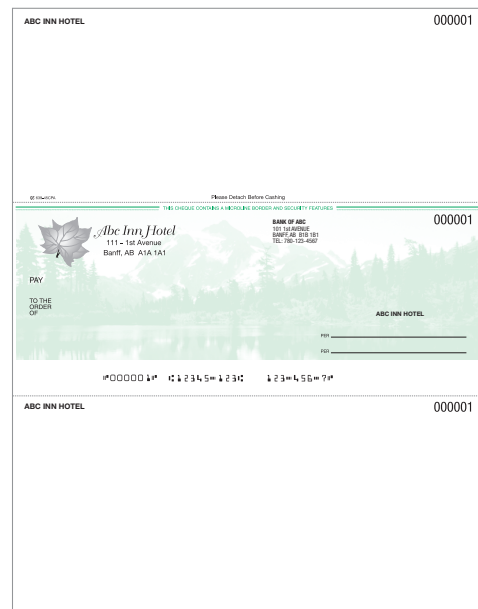
## VIGILANT



631-89 - Laser (8 1/2 x 11)



## MICROSOFT DYNAMICS



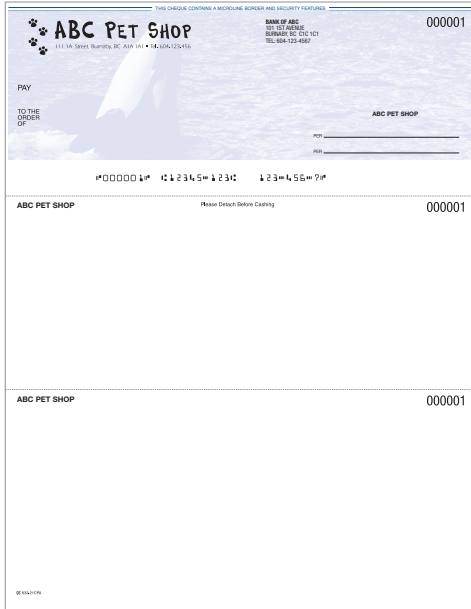
639-45 - Laser (8 1/2 x 11)





# Accounting Software

## ACCPAC



632-21 - Laser (8 1/2 x 11)



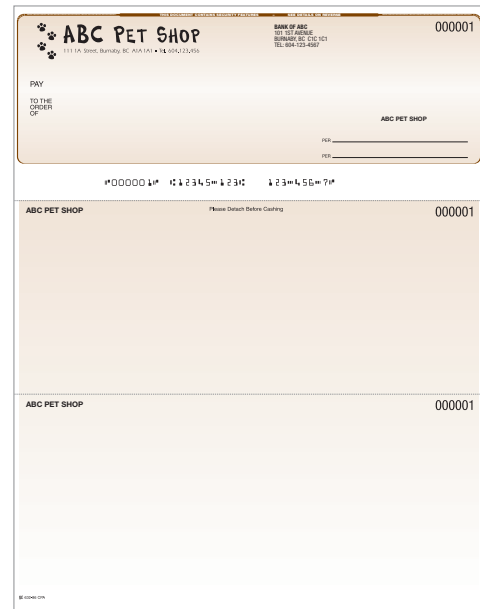
639-21 - Laser (8 1/2 x 11)



## BUSINESS VISION



639-86 - Laser (8 1/2 x 11)

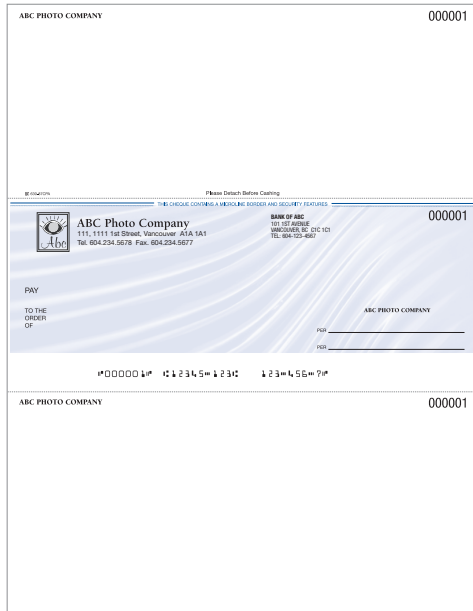


632-86 - Laser (8 1/2 x 11)



# Accounting Software

## DYNACOM



630- 87 - Laser (8 1/2 x 11)



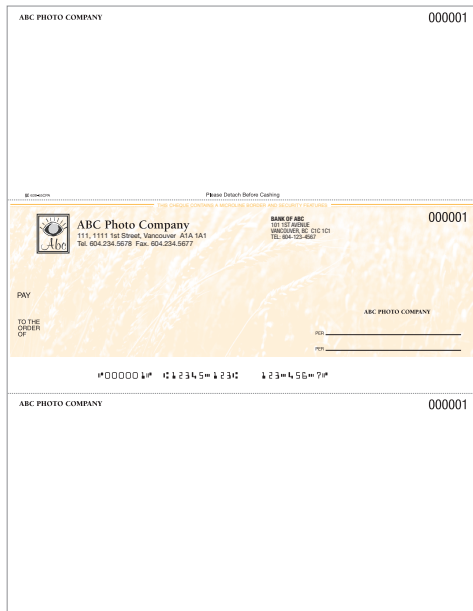
## PC LAW



636- 01 - Laser (8 1/2 x 11)



## NEW VIEWS



639- 55 - Laser (8 1/2 x 11)

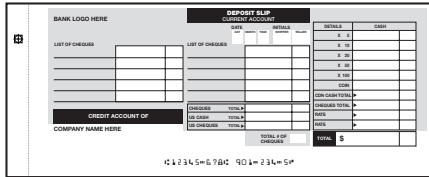


633- 55 - Laser (8 1/2 x 11)

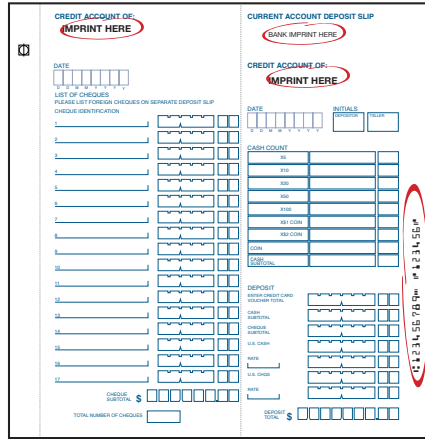


# Deposit Books

- Available in 2 pt or 3 pt
- Booked in 25's or 50's



Small Deposit Book design



Large Deposit Book design

Template pre-printed in Blue 287. Circled areas are imprinted in Black

## ORDER FORM

Date \_\_\_\_\_

Quantity \_\_\_\_\_ Parts  2  3

Company Name \_\_\_\_\_

Booked in  25's  50's

Design  Small  Large

### BANK INFO

Bank logo

### CUSTOMER INFO ON DEPOSIT BOOK

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Prov \_\_\_\_\_

P.C. \_\_\_\_\_

City \_\_\_\_\_

Prov \_\_\_\_\_

P.C. \_\_\_\_\_

Transit # \_\_\_\_\_

Routing/Bank # \_\_\_\_\_

Account # \_\_\_\_\_

Proof  No  H/Copy  PDF

\_\_\_\_\_ Email address

Refer to Pg. 1 for MICR ENCODING explanation

# Order Form

## CUSTOMER INFO ON CHEQUE

Date \_\_\_\_\_

Name \_\_\_\_\_

NEW ORDER  EXACT REPEAT

Address \_\_\_\_\_

CHANGE REPEAT \_\_\_\_\_  
(Last docket #)

Address \_\_\_\_\_ City \_\_\_\_\_

Prov. \_\_\_\_\_ P.C. \_\_\_\_\_ Phone \_\_\_\_\_

SHIP TO

|         |       |            |
|---------|-------|------------|
| Name    | Phone | Contact    |
| Address | City  | Prov. P.C. |

LASER - CONTINUOUS

- Basic Security (Bond with Secure Lock - Laser only)  
 Standard Security  Super Security on Pt 1\*  Hologram\*  
(Laser & Continuous only) (Laser only)  
 1 Part  2 Part (white/pink)  3 Part (white/canary/pink)

|               |          |
|---------------|----------|
| SOFTWARE USED | FORM No. |
| _____         | _____    |

**QUANTITY**  250  500  1,000  2,000  5,000  Other \_\_\_\_\_

**IMPRINT COLOUR**  Imprint in Black  Imprint in Black & \_\_\_\_\_  PMS # to be supplied \_\_\_\_\_

**PANTOGRAPH STYLE & COLOUR** (Basic Security: Available in standard QE design - Blue, Pro. Blue, Red & Green only)

**Basic**

- Std.  Oak  Ripple  Dunes ➔ Colour  Blk  Blue  Ref.Blue  Pro. Blue  Red  Brown  Burgundy  Green  Buff  
 Linen  Diminishing  Marble ➔ Colour  Ref.Blue  Brown  Burgundy  Green

**Canadiana** 

- Whale (Blue)  Wheat (Buff)  Bear (Brown)  Mountains (Green)  Lighthouse (Pro.Blue)  Horses (Brown)  Train (Black)

Canadiana backgrounds are only available in colours indicated

MANUAL

**QUANTITY**  100  250  300  500  1,000  1,500  Other \_\_\_\_\_

**FORMAT**  1 up  2 up  Require a Binder

**LAYOUT**  99-01  99-02  99-03

**STUB**  A  B  C  D

**PANTOGRAPH STYLE & COLOUR**

**NUMBER OF PARTS**

**Basic**  Blue  Green  Burgundy  Black  1 Part  2 Part (Available only in 2 up and basic pantographs)

**Canadiana**   Whale (Blue)  Wheat (Buff)  Bear (Brown)  Mountains (Green)  Lighthouse (Pro.Blue)  Horses (Brown)  Train (Black)

Canadiana backgrounds are only available in colours indicated

REQUIRED ON ALL CHEQUES

**SIGNATURE LINES**  1 Line  2 Line  None

All laser cheques are boxed face up.  
Low number on top unless otherwise specified

**LOGO**  None  Scan Logo Supplied  E-mail Supplied

Yes  Other Boxing \_\_\_\_\_

**NUMBERING** Consecutive MICR number mandatory for CPA\*\*

**PROOF**  No  H/Copy

Start At #

PDF \_\_\_\_\_  
e-mail address \_\_\_\_\_

**BANK INFO**

Bank logo

**MICR NUMBER**

Name \_\_\_\_\_

Transit #

Address \_\_\_\_\_

Routing/Bank #

Address \_\_\_\_\_ City \_\_\_\_\_

Account #

Prov. \_\_\_\_\_ P.C. \_\_\_\_\_ Phone \_\_\_\_\_

Refer to Pg. 1 for MICR ENCODING explanation

**ENVELOPES**

Please ship \_\_\_\_\_ QTY \_\_\_\_\_ twindow envelopes with this order



Security Lined  
Twindow envelopes

\* Additional upcharge

\*\* Canadian Payments Association (www.cdnpay.ca)

Please see page 4 and 10 for personal cheque and deposit book order forms.