

1-Select one check color along with quantity from either “Value Secure” or “Maximum Secure”

2-Fill in the appropriate lines such as Company name, Address, City, State and Zip. You have a total of 5 lines and up to 50 characters on each line.

3-Fill in Bank Name, Address (if desired) and City, State & Zip. FYI most checks just have Bank Name and City, State & Zip.

4-Fill in the 9 digit Bank Routing number. You do not need to enter the transit symbol located at the beginning and end of the routing number.

 Example of Transit symbol

5-Enter account number. Due to the sensitivity of spacing and bank symbols we ask on any first time order you fax or email a scanned copy of a check or micr specification sheet that your bank provides you.

6-Enter your bank fraction. This is generally under the banks’ address and looks similiar to this.
Example: 86-7/1010

6-Enter the starting number you want the checks to begin with.

7-Designate whether you need 1 or 2 signature lines

8-In some cases you may want text above signature line(i.e Void after 180 days, Two signatures required)
9-You may add a logo for a one time charge of \$15(We accept JPEG,PDF,EPS,TIFF or Photoshop files)
10-We offer 2 types of Rush Service(Same Day & Next Day Service)

Same Day Rush Orders will be print the same day and 50 checks shipped via Overnight with the balance going UPS Ground. Orders must be received by 11:00 a.m. CST

Next Day Rush Orders will be print the next day and 50 checks shipped via Overnight with the balance going UPS Ground. Orders must be received by 11:00 a.m. CST

