GIGPRINT

Cheques!

COMPUTER CHEQUES
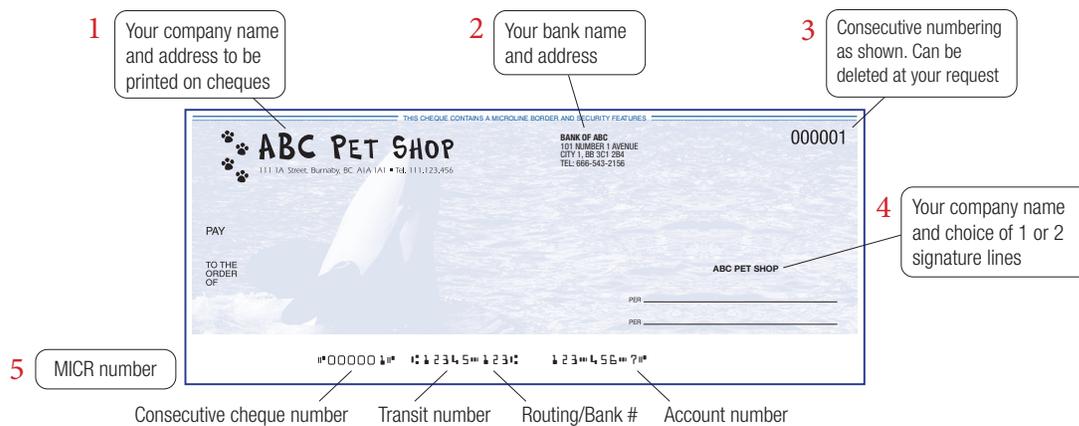
MANUAL CHEQUES

AND SECURITY FEATURES

Computer Cheques

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 Your company name and address to be printed on cheques

2 Your bank name and address

3 Consecutive numbering as shown. Can be deleted at your request

4 Your company name and choice of 1 or 2 signature lines

5 MICR number

Consecutive cheque number   Transit number   Routing/Bank #   Account number

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.

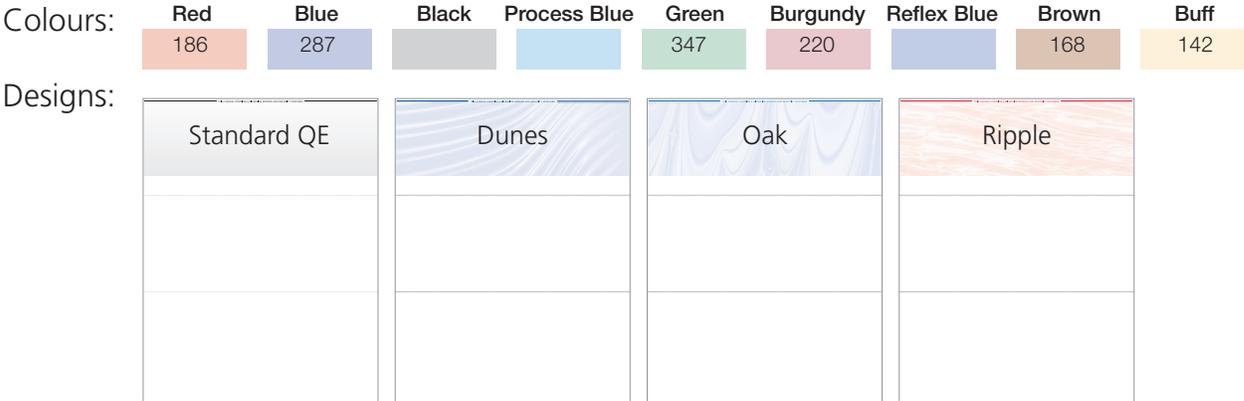| UNDERSTANDING MICR ENCODING	consecutive cheque number	transit number	routing/bank #	account number
	⑈000001⑈	⑆12345⑈123⑆		1234⑈1234567⑈
	your numbering series	identifies branch	identifies financial institution	your account

Computer Cheques

STEP 3:
Choose your pantograph (background) colour and design

Basic Pantographs

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

Designs:

Linen	Diminishing	Marble

🍁 Canadiana Pantographs (Colours available as illustrated only)

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

2

Manual Cheques

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

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

Colours:

Black	220 Burgundy	287 Blue	347 Green

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

Whale	Wheat	Mountains	Bear	Lighthouse	Horses	Train
287 Blue	142 Buff	347 Green	168 Brown	S57 Blue	168 Brown	Black
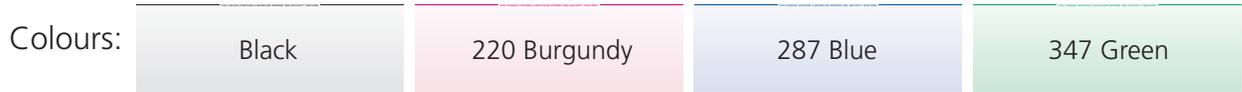
Black imprint only for all manual cheques. Provide company information (see page 1)

STEP 2: Choose your stub

Stub A

Stub B

Stub C

Stub D
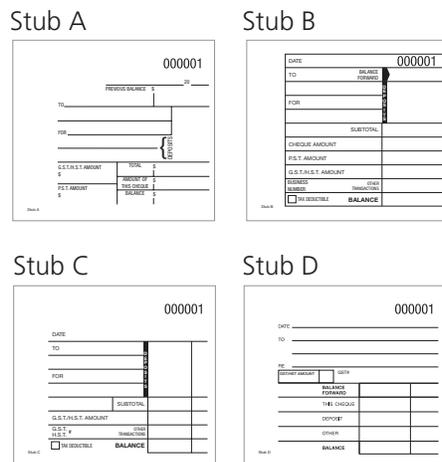
STEP 3: Choose your cheque style

99-01

99-02

99-03

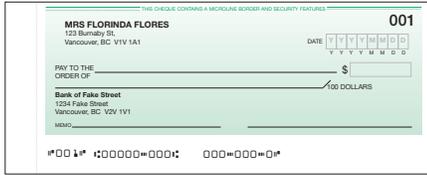**STEP 4:** Choose your FORMAT

Vinyl binders for both sizes!
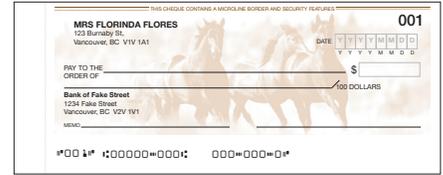
1 Up (3 1/4 x 11)

2 Up (6 1/2 x 11)

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

O R D E R   F O R M

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

BANK INFO   ☐ Bank logo

Name _____

Address _____

Address _____

City _____ Prov _____ P.C. _____

CUSTOMER INFO ON CHEQUE

Name _____

Address _____

Address _____ City _____

Prov _____ P.C. _____ Phone _____

_____
Email address

MICR NUMBER

Transit # _____

Routing/Bank # _____

Account # _____

Refer to Pg. 1 for MICR ENCODING explanation

4

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

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

31-49 - Continuous (9 1/2 x 3 1/2)   30A

34-49 - Continuous (9 1/2 x 7)   30A

634-49 - Laser (8 1/2 x 11)   30A

30A   Cheque fits a Twindow envelope
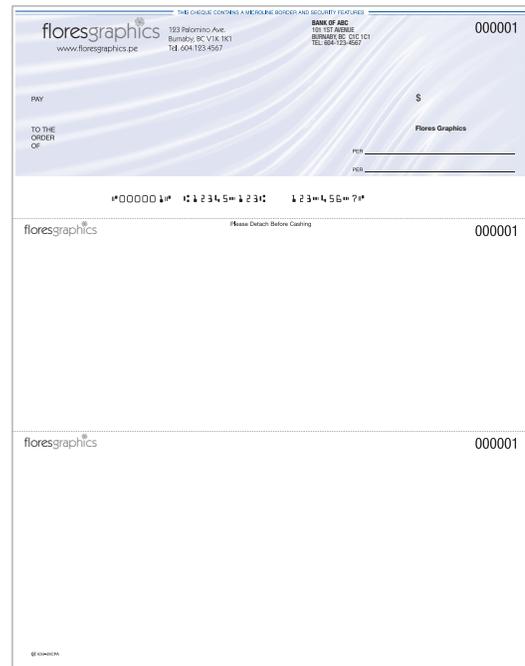
Accounting Software

SIMPLY ACCOUNTING (SAGE)
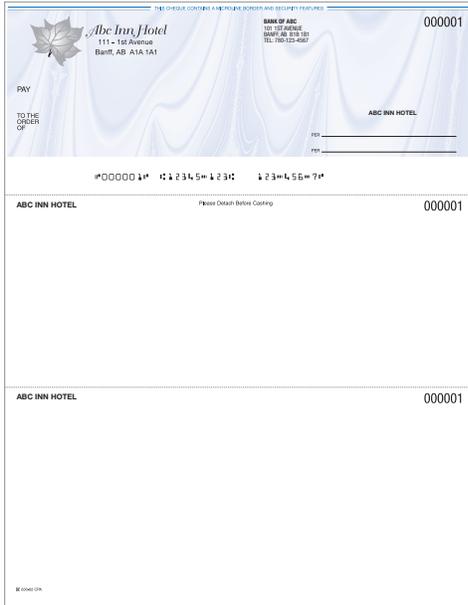
630-02 - Laser (8 1/2 x 11)   30A
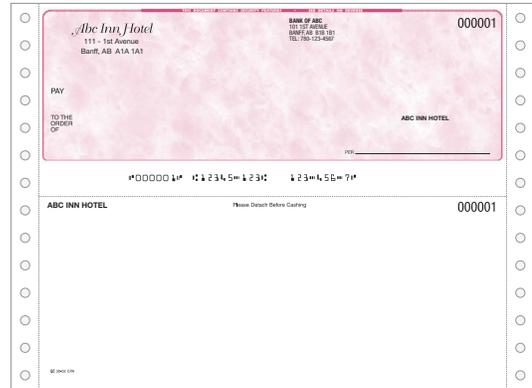
30-02 - Continuous (9 1/2 x 7)   30A

VIGILANT

631-89 - Laser (8 1/2 x 11)   30A

MICROSOFT DYNAMICS

639-45 - Laser (8 1/2 x 11)   30A

Accounting Software

ACCPAC

632-21 - Laser (8 1/2 x 11)   30A

639-21 - Laser (8 1/2 x 11)   30A

BUSINESS VISION

639-86 - Laser (8 1/2 x 11)   30A

632-86 - Laser (8 1/2 x 11)   30A

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Accounting Software

DYNACOM

630- 87 - Laser (8 1/2 x 11) 30A

PC LAW

636- 01 - Laser (8 1/2 x 11) 30A

NEW VIEWS

639- 55 - Laser (8 1/2 x 11) 30A

633- 55 - Laser (8 1/2 x 11) 30A

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

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ORDER FORM

Date _____

Company Name

_____

Quantity _____ Parts ☐ 2   ☐ 3

Booked in ☐ 25's ☐ 50's

Design ☐ Small ☐ Large

BANK INFO   ☐ Bank logo

Name
_____

Address
_____

Address
_____

City _____ Prov _____ P.C. _____

Transit # [   ]

Routing/Bank # [   ]

Account # [   ]

Refer to Pg. 1 for MICR ENCODING explanation

CUSTOMER INFO ON DEPOSIT BOOK

Name
_____

Address
_____

Address
_____

City _____ Prov _____ P.C. _____

Proof ☐ No ☐ H/Copy ☐ PDF

_____
Email address

Order Form

Date_____

☐ **NEW ORDER** ☐ **EXACT REPEAT**

☐ **CHANGE REPEAT** _____
(Last docket #)

CUSTOMER INFO ON CHEQUE

Name _____

Address _____

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

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MANUAL

QUANTITY ☐ 250 ☐ 300 ☐ 500 ☐ 1,000 ☐ 1,500 ☐ 2,000 ☐ 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

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REQUIRED ON ALL CHEQUES

SIGNATURE LINES ☐ 1 Line ☐ 2 Line ☐ None

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

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

☐ Yes ☐ Other Boxing _____

NUMBERING Consecutive MICR number mandatory for CPA**   **PROOF** ☐ No ☐ H/Copy

Start At # ☐☐☐☐☐☐   ☐ PDF_____
e-mail address

BANK INFO   ☐ **Bank logo**

Name _____

Address _____

Address _____ City _____

Prov. _____ P.C. _____ Phone _____

MICR NUMBER

Transit # [_____]

Routing/Bank # [_____]

Account # [_____]

Refer to Pg. 1 for MICR ENCODING explanation

ENVELOPES

Please ship _____ QTY _____ twindow envelopes with this order

30A **Security Lined Twindow envelopes**

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* Additional upcharge
** Canadian Payments Association (www.cdnpay.ca)

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

H2-37 Rev. Feb 2020