



CHECKS & FORMS

Secure business solutions

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BUSINESS CHECK EXPERTS

Laser and Manual checks, Deposit Slips, Envelopes and more

Security Solutions: proven protection
Ensure your checks and other important documents are of high quality with proven protection. Look for products that are trusted to be delivered safely—on time and on budget.

Check Fraud is a battle everyone faces. It's not a matter of if, but when. Arm yourself with the best products. All of our checks are printed on quality Security Papers. We feature both on-paper and in-paper features to make your checks difficult to attack.

We proudly offer products that provide the perfect level of protection you require. **Check out our secure features on pages 3-4.** Our knowledgeable customer service team can help you select the products to fit your needs.

Our Products

Checks: Choose from laser (in all the popular accounting program formats) or manual (3-on-a-page, compact or pocket)—we have just what you're looking for!

Imprinting: *(Layout can be adjusted to fit your specific program needs.)*

- Company Heading (5 lines max)
- Bank Heading (3 lines max)
- Signature Lines (3 lines max)
- Consecutive Numbering
- MICR Encoding

Deposit Tickets: Our standard booked tickets, 3-on-a-page formats and laser deposit tickets cover most deposit data requirements.

Envelopes: We carry several of the most common window security envelopes. **Dimensions shown on page 14.** Samples available upon request.

Stamps: We have custom stamps made to order.

Accessories: Need check binders, covers and storage boxes? We've got those plus check registers and carbon paper.

Distributor benefits

- Consistently high quality products
- Secure environment
- Spectacular customer care
- Competitive pricing
- Shipments to your customers sent in your name

Our Commitment to You: Your satisfaction is guaranteed. If we don't do it right, we'll make it right. Prices and specifications are subject to change without notice. Colors of products shown in print and on website are approximations. If you are not satisfied with our product or service for any reason, contact us so we may correct it.

Samples: Samples are available upon request. Contact customer service.



CHECK SECURITY FEATURES

Business checks to suit your needs

When protecting the finances of your business you can count on our top-notch security features. Choose the combination of features below that fit the level of security you need.*

On-paper Features

- **Microprint Border:** Look for the MP logo placed next to the signature line, an anti-counterfeiting technique involving text that is too small for the human eye to read.
- **Padlock Icon:** Indicates a minimum of three security features on checks and is a registered trademark of the Check Payment Systems Association (CPSA).
- **Warning Box:** Lists each security feature with a description so the issuer and recipient are aware of the security features.
- **Original Document Security Background:** Disappears when photocopied.
- **Micro-printing:** Used on the signature line of our personal checks, the border of the 3-per-page manual business checks, and the signature line on our laser business checks.
- **Void Pantograph:** A special printing technique that exposes the word VOID when the original document is scanned or photocopied.
- **Heat Sensitive Icon:** Look for the hand symbol- this means the check features Thermo-chromic ink that reacts to heat, making it easier to spot as an authentic check.
- **Security Screen:** Printed on the back of each check, text reading "Original Document" and listing security features will not photocopy clearly in order to prevent fraud.
- **Holographic Foil:** Multi-dimensional foil seal stamped to check stock. Cannot be duplicated by inks, copiers or scanners.

In-paper Features

- **Invisible Fluorescent Fibers:** Random fibers of various lengths and colors that are visible on both sides of the paper, which complicate copying. These special yellow fibers are only visible under ultraviolet light.
- **True Watermark:** A subtly visible image that is part of the paper's internal structure. True in-paper watermarks are virtually impossible to reproduce. Hold the check up to the light and look for the watermark.
- **Toner Adhesion:** An exclusive coating that securely bonds toner to paper making it nearly impossible to remove without causing visible damage.
- **UV Dull Paper:** Low-reflective surface that enhances covert UV security features when viewed with a black (UV) light. Helps detect non-dull counterfeits.
- **Chemical Reactivity:** comprehensive protection against chemical alteration. Reactants change color when exposed to solvents, oxidants (bleach), acids and alkalis.

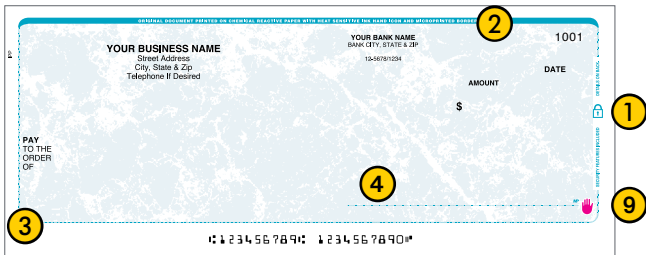
As a further safeguard, our business checks include a security warning, found next to the padlock icon. This tells would-be counterfeiters that the document contains safety features.

* See page 4 for specific check safety features.

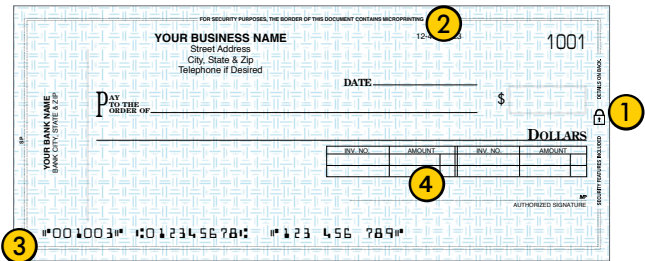
CHECK SECURITY FEATURES

Security solutions: proven protection

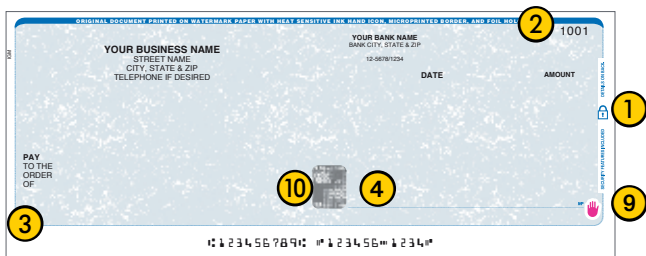
Laser and Manual



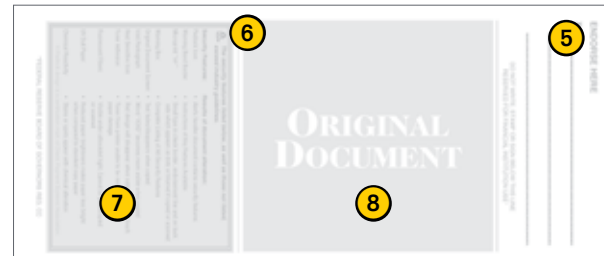
3-on-a-Page/Manual Payroll/Multi-Purpose



Laser High Security



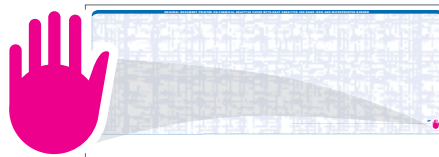
Backer



Check Features

- ① Front Padlock Icon
- ② Warning Band
- ③ Microprint Border
- ④ Microprint Signature Line
- ⑤ Microprint Endorsement Line
- ⑥ Back Padlock Icon
- ⑦ Warning Box
- ⑧ Original Document Security Background
- ⑨ Heat Sensitive Icon
- ⑩ Holographic Foil

- Heat Sensitive Icon: look for the hand symbol, this means the check features Thermochromic ink that reacts to heat, making it easier to spot as an authentic check



CHECK GUARD *Thermochromic Ink Symbol (hand icon fades on touch)

- Holographic Foil: Multi-dimensional foil seal stamped to check stock. Cannot be duplicated by inks, copiers or scanners.
- True Watermark: a subtly visible image that is part of the paper's internal structure. True in-paper watermarks are virtually impossible to reproduce. Hold the check up to the light and look for the watermark.



Holographic Foil



True Watermark

- Void Pantograph: The word "VOID" appears when photocopied. Available on select backgrounds



LASER HIGH-SECURITY CHECKS

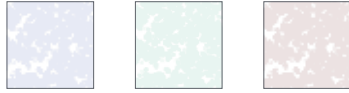
Accounting software compatible

Laser checks are compatible with all major business and accounting software programs and work extremely well with both laser printers and inkjet printers. Laser checks are conveniently sized 8½" x 11" overall with a check size of 8½" x 3½".

Laser High Security Checks Color Chart

The color chart shown is a representation only. For exact colors, please call for a sample.

Speckled Pantograph Colors (Shaded Stubs)

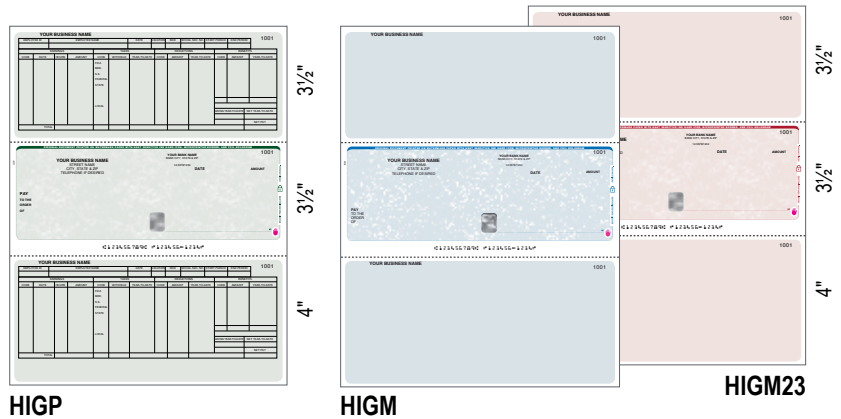


Blue w/Void Green w/Void Burgundy w/Void

Microsoft Dynamics™ GP Checks (formerly Great Plains®)

Product Style: HIGP, HIGM, HIGM23

Check Colors: **Speckled:** Blue,
Green, Burgundy
Great Plains® Accounting Software



Quickbooks® Checks

Product Style: HLQA

Check Colors: **Speckled:** Blue,
Green, Burgundy

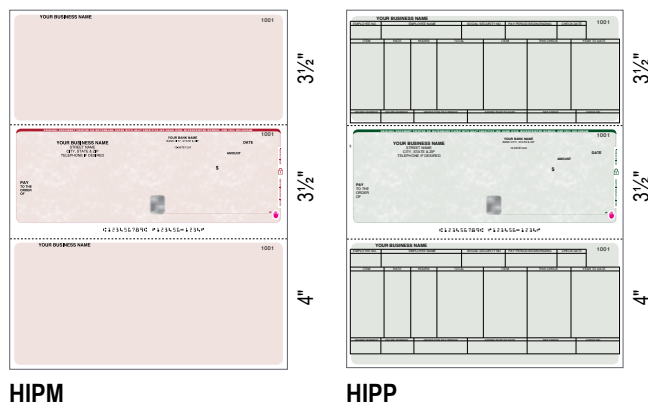


Sage® 50

(formerly Peachtree® Checks)

Product Style: HIPM, HIPP

Check Colors: **Speckled:** Blue,
Green, Burgundy
Peachtree® Software & DACEASY
Accounting Software.

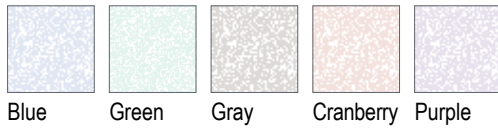


LASER CHECKS

Accounting software compatible

Laser Checks Color Chart *The color chart shown is a representation only. For exact colors, please call for a sample.*

Plain Colors (White Stubs)



Blue Green Gray Cranberry Purple

Speckled Pantograph Colors (Shaded Stubs)



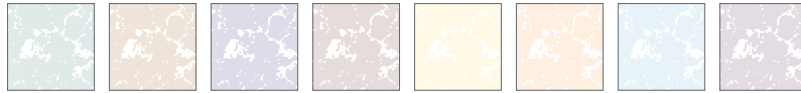
Blue w/Void Green w/Void Burgundy w/Void

Photo Checks (White Stubs)



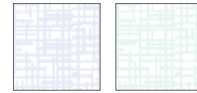
Flag Floral Beach Fleur de lis

Marble Colors (Shaded Stubs)



Teal Tan Blue Mauve Yellow Orange Turquoise Purple

Linen Pantograph Colors (White Stubs)

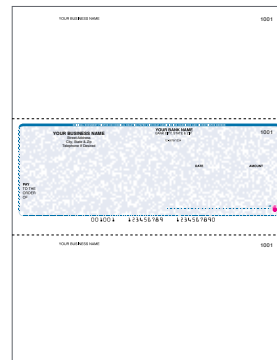


Blue Green

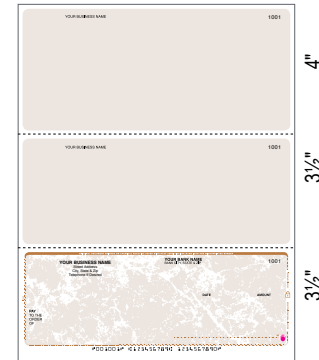
Multi-Purpose Checks

Product Style: ML
 Check Colors: Available in colors shown above, except Floral, Beach and Fleur de lis

Product Style: IPLB
 Check Colors: **Plain:** Blue, Green, Cranberry
Marble: Tan, Blue
Speckled: Blue, Green, Burgundy



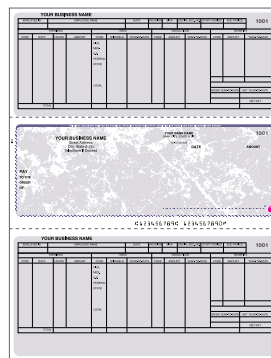
ML



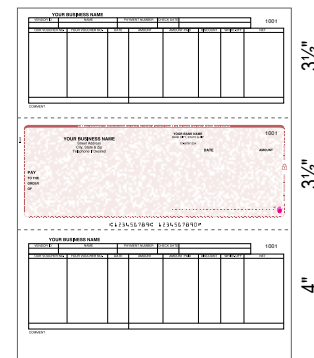
IPLB

Microsoft Dynamics™ GP Checks (formerly Great Plains®)

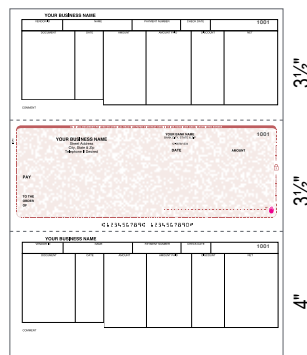
Product Style: IGP, IGA23, IGA4, IGM, & IGM23
 Check Colors: Available in colors shown above, except Floral, Beach and Fleur de lis
 Great Plains® Accounting Software



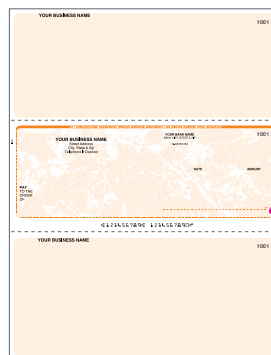
IGP



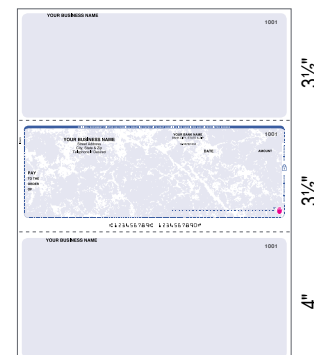
IGA23



IGA4



IGM



IGM23

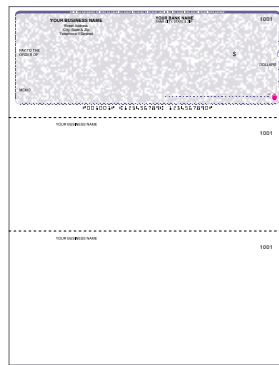
LASER CHECKS

Accounting software compatible

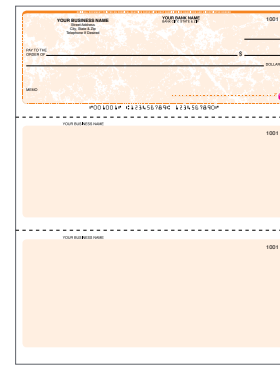
Quickbooks® Checks

Product Style: LQA & LQAL (with lines)
 Check Colors: Available in all colors shown on page 6

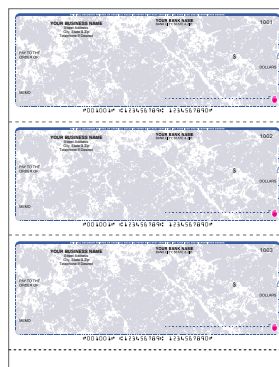
Product Style: LQT & LQTL (with lines)
 Check Colors: **Plain:** Blue, Green, Gray, Cranberry
Marble: Teal, Tan, Blue
Speckled: Blue, Green, Burgundy



LQA



LQAL



LQT

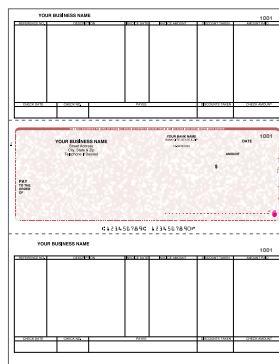


LQTL

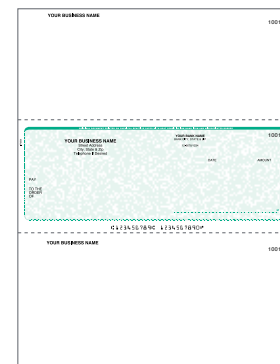
Sage® 50

(formerly Peachtree® Checks)

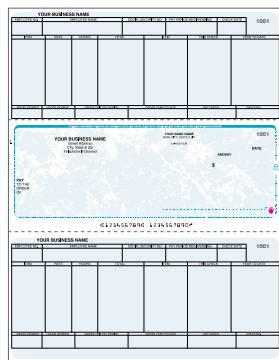
Product Style: IPA, IPM34, IPP, IPM
 Check Colors: Available in all colors shown on page 6, except Floral, Beach and Fleur de lis
Peachtree® Software & DACEASY Accounting Software.



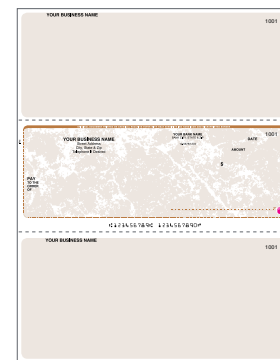
IPA



IPM34



IPP



IPM

BLANK STOCK

Available in the same styles and colors as printed checks

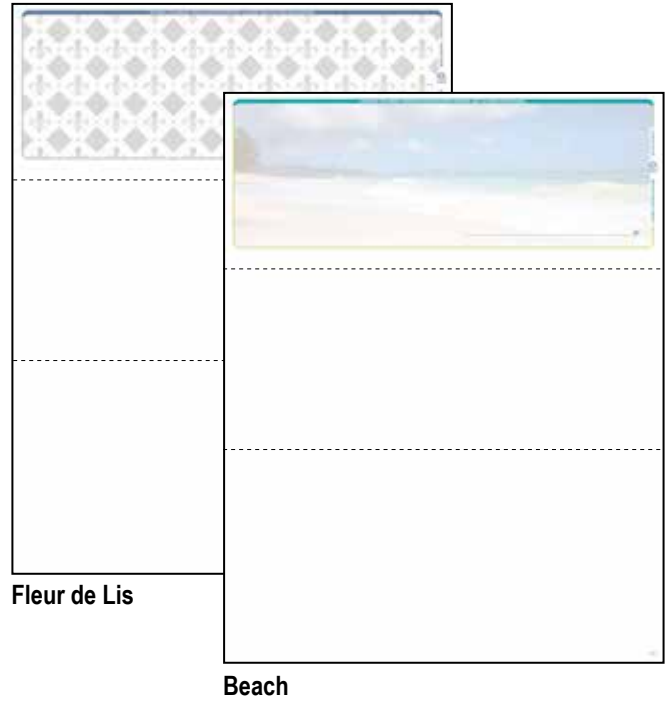
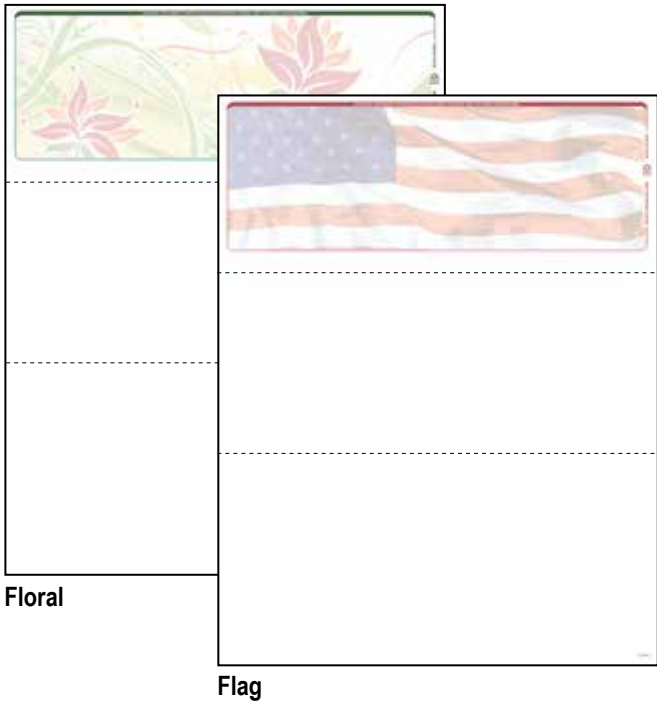
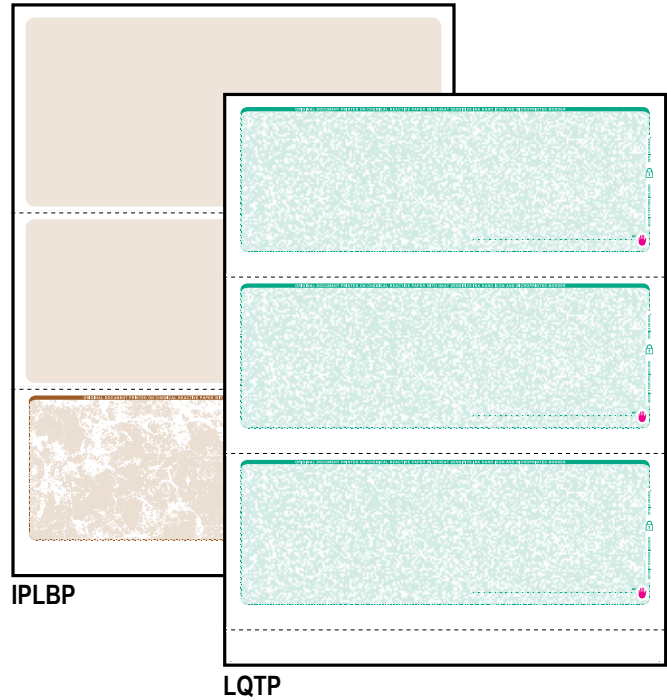
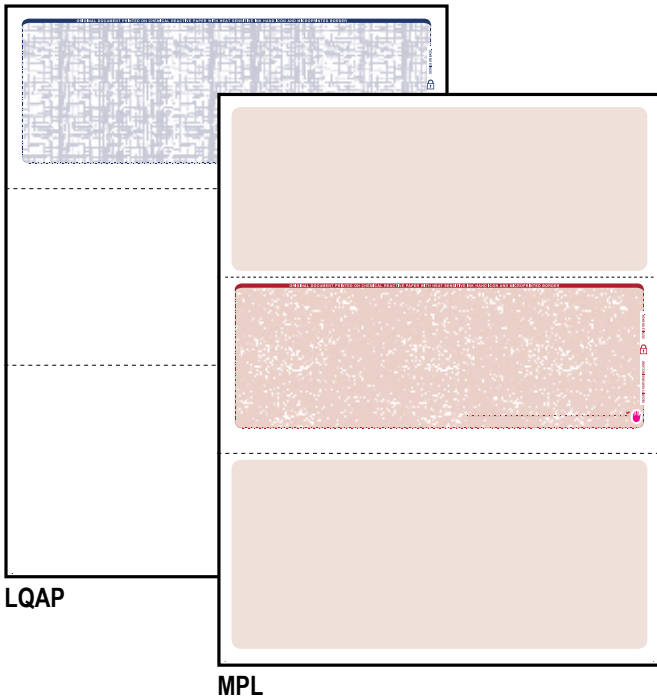
Includes signature line on blank check

LQAP: Top check position available in all colors and photo checks.

MPL: Middle check position available in all colors and Flag photo check only.

IPLBP: Bottom check position available in limited colors.

LQTP: 3-On-A-Page checks available in limited colors.



3-ON-A-PAGE CHECKS

Manual Payroll and Multipurpose (Overall size: 9³/₁₆" x 13")

Manual Checks Color Chart *The color chart shown is a representation only. For exact colors, please call for a sample.*

Safety Colors



Blue Green Gray Gold Pink

Other Background Colors



Blue Linen Green Linen Gray Linen Tan Linen Teal Marble Tan Parchment

FSP*

This popular bank-style check can be used for either payroll or general disbursement. It features a detachable stub for employee payroll.

Check Colors: Available in all colors except Tan Parchment

SP*

With the advantage of both a convenient payroll and disbursement stub, this check is perfect for small businesses that need one simple, easy-to-use check-writing system.

Check Colors: Available in all Safety Colors

SDP*

This style is designed with the convenience of double payroll stubs for employer and employee use.

Check Colors: Available in all Safety Colors

950*

This multi-purpose check features a detachable stub for the employee when used as a payroll check.

Check Colors: Available in all Safety Colors

950NB*

This check has been adapted to offer all the advantages of the 950 Check – without the invoice box.

Check Colors: Safety Blue, Green, Gold, Gray

*Duplicate Checks Come With Coding Boxes

MANUAL CHECKS & BANK DRAFTS

Manual general and disbursement

Compact 3-on-a-Page Checks



Offered in all available manual check colors and background patterns.

Kits include 300 business checks, check register and checkbook cover. Check refills available.

Overall Size: 8⁷/₈" x 9³/₁₆"

Check Colors: Available in all colors

Cover Color: Blue

No. of Parts: Originals

Duplicates – Carbonless or with carbon

Triplicates – Carbonless only

Check Format: Same as Style FS (General

Disbursement Check); Consecutive MICR numbers; 10 digits standard in the MICR area; Consecutive 3¹/₁₆"

Gothic numbers; 10 digits standard.

Type font: Helvetica

Pocket Checks



Pocket Checks with cover and register.

These business-size checks come in a convenient, portable format. It's the perfect choice for small businesses, clubs, organizations and home businesses. Available in quantities of 50 or 200. Each kit includes business checks, 2-part carbonless deposit tickets, check register and checkbook cover. Check refills available.

Overall Size: 9" x 3¹/₁₆"

Check Color: Blue safety paper only

Cover Color: Blue

No. of Parts: Originals

Duplicates – Carbonless only

Check Format: Same as Style FS (General Disbursement Check); Consecutive MICR numbers; 10 digits standard in the MICR area; Consecutive 3¹/₁₆" Gothic numbers; 7 digits standard.

Type font: Helvetica

Bank Drafts

DEPOSITOR'S NAME YOUR CLIENT'S NAME, INC.	DATE 4/26/12
PAY TO THE ORDER OF YOUR BUSINESS NAME	\$ _____ NOT TO EXCEED \$1,000
BANK NAME The Client's Bank City, State of Client's Bank	DEPOSITOR'S ACCOUNT NUMBER (Client's Bank Acct. 22 2222 2222)

This check has been authorized by your depositor and is guaranteed by the payee.

⑆ 23456789 2222 2222 2222 ⑈

Bank drafts improve cash flow. Your client's payment will automatically be deposited in your account on a timely basis.

Size: 8¹/₈" x 3¹/₁₆"

No. of Parts: 1

Product Color: Gold

CHECK START-UP KITS

Laser and 3-on-a-Page Manual

Laser Start-Up Kit



This start-up kit is available in any laser check style.

Includes

- 250 or 500 laser checks
- 200 booked duplicate deposit tickets (250 1-on-a-sheet laser deposit tickets are available as an additional cost option.)
- Pre-inked endorsement stamp

Advantages

- One-stop shopping saves time.
- Orders received before 12 PM CST will ship in two working days.
- The Laser Start-Up Kit provides a complete solution for computer checking needs.

3-on-a-Page Manual Start-Up Kit



This start-up kit is available in any 3-on-a-page check style. All items ship together in one box.

Advantages

- One-stop shopping saves time.
- Orders received before 12 PM CST will ship in two working days.
- The 3-on-a-Page Manual Start-Up Kit provides a complete solution for business check needs.

Booked one-part, duplicate or triplicate deposit tickets have numerous lines for entries.

3-on-a-page manual checks	150	300	600
7-Ring Check Binder	✓	✓	✓
200 Booked Duplicate Deposit Tickets	✓	✓	✓
Pre-Inked Endorsement Stamp		✓	✓
Checkbook Pocket Organizer		✓	✓
Check Stub Storage Box		✓	✓
Stock or Custom Logo	✓	✓	✓

Binding Options



Top: Comb Binder
Bottom: Seven-Ring Binder

DEPOSIT TICKETS

One part, duplicate or triplicate on carbonless paper

Booked Deposit Tickets

Size: 8 1/8" x 3 3/16"

Traditional personalized booked deposit tickets come in one-part, duplicate or triplicate. Duplicates and triplicates available with carbonless paper.

Deposit slip parts/Color:

- 1 – White
- 2 – White and Canary
- 3 – White, Pink and Canary

Cover

BACKSIDE
VIEW FOR 1-PART
TICKETS

Deposit backside: 1-part tickets only

Additional deposit entries print on back of all
1-part deposit tickets only

BKDØA – Standard
29 deposit entries

BKDØB – Retail
9 deposit entries with itemized currency

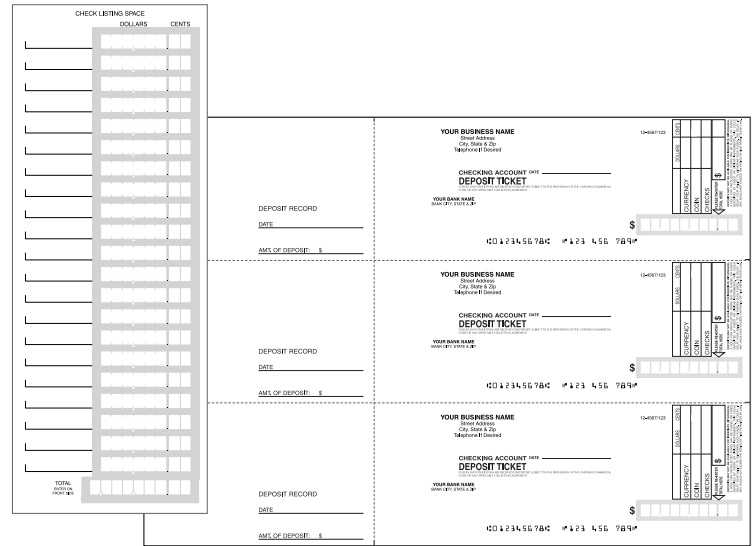
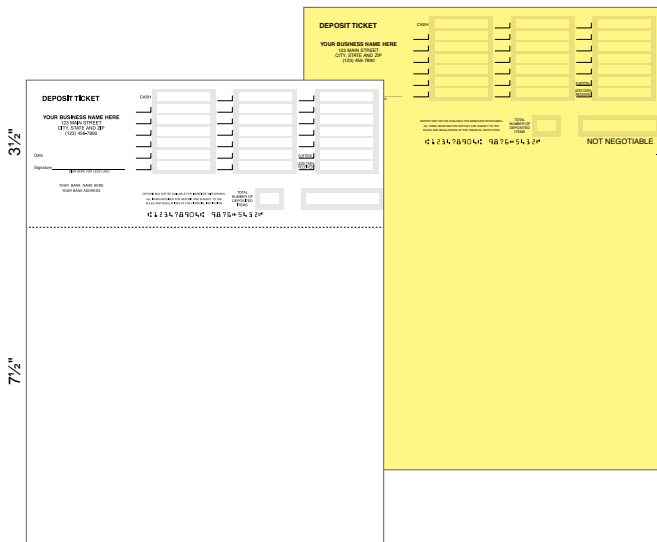
BKDØC – Security Bag
10 deposit entries with itemized currency
Two signature lines

BKDØD – Vertical
22 deposit entries with itemized currency

BKDØE – Commercial
Commercial deposit entries with itemized currency

DEPOSIT TICKETS

One part or duplicate



Quicken/QuickBooks Deposit Tickets

Size: 8½" x 11"

Create deposit tickets with data already in your QuickBooks software. Bottom portion used for deposit summary. Guaranteed ICR (Image Character Recognition) compatible (available in one-part or two-parts).

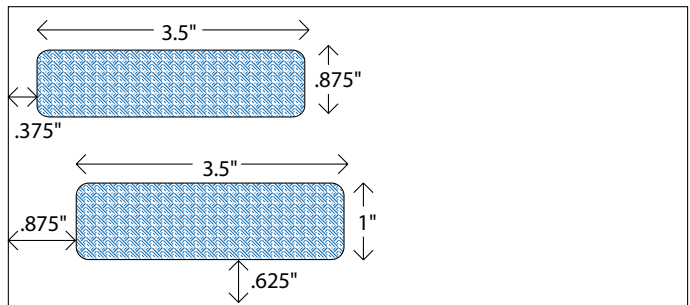
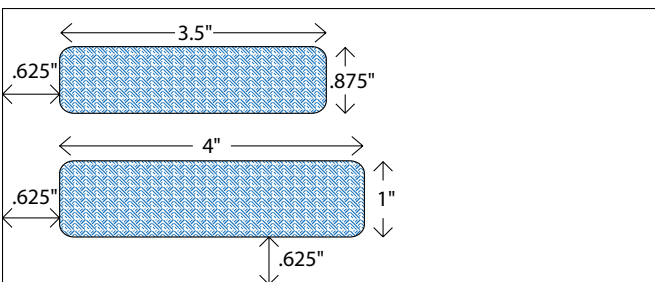
3-on-a-Page Deposits

Size: 9³/₁₆" x 13"

Deposits can be spiral bound or seven-hole drilled to fit behind checks in your binder (one-part only).

ENVELOPES

Laser check compatible



DWE

Compatible With: ML, IPLB
 Sealing: Standard
 Overall Size: 8.625" x 3.625"
 Windows: Top, 3½" W and bottom, 4" W

DWQ and DWQS

Compatible With: LQA, LQAL, LQT, LQTL
 Sealing: Standard (DWQ)
 Self-Seal (DWQS)
 Overall Size: 8.875" x 3.875"
 Windows: Two, both, 3½" W

STAMPS

Personalized pre-inked stamps

Return Address Stamps

Sherwin Williams
543 W. Wisconsin Ave.
Milwaukee, WI 53208

Endorsement Stamps

PAY YOUR BANK NAME
FOR DEPOSIT ONLY
YOUR BUSINESS NAME
123 456 789



Stock Stamps

We have a variety of stock stamps ready for shipment in just two days. Stock stamps are only available in the colors shown.



#41706



#41710



#41714



#41703



#41707



#41711



#41715



#41701



#41704



#41708



#41712



#41716



#41702



#41705



#41709



#41713



#41717

Additional business check products

- Seven-Ring Binder
- Comb Binder
- Compact 3-on-a-Page Cover
- Pocket Check Cover
- Check Stub Storage Box
- Extra Carbon Paper
- Checkbook Pocket Organizer
- Compact Check Organizer
- Pocket Check Register

STOCK LOGO OPTIONS

Add a black logo at no additional charge

Stock Logo Art

Add a distinctive touch. For a professional first impression, choose one of the many icons from our standard selection.











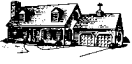






















































































Custom Logo Art

Use your own custom logo design to add a personal touch. Logos may be submitted electronically or as camera-ready (original quality art), and color separated if multiple colors.













































































STOCK LOGO OPTIONS

Add a black logo at no additional charge

Food												
	97-416	97-4161	97-4162	97-417	97-418	97-419	97-420	97-421	97-422			
	Homes								Landscape			
		97-601	97-602	97-603	97-604	97-605	97-606	97-607		97-701		
												
		97-702	97-7021	97-7022	97-7023	97-7024	97-7025	97-7026		97-7027	97-7028	97-703
								Monograms				
		97-704	97-705	97-706	97-707	97-708	97-709			97-827	97-828	97-829
												
97-830		97-831	97-832	97-833	97-834	97-835	97-836			97-837	97-838	97-839
												
97-840	97-841	97-842	97-843	97-844	97-845	97-846	97-847		97-848	97-849		
			Professionals									
97-850	97-851	97-852		97-901	97-9011	97-902	97-9021		97-9022	97-903		
											Service Options	
97-904	97-905	97-9051		97-9052	97-9053	97-907	97-908	97-909	97-910			
												
97-1001	97-10011	97-10012		97-1002	97-1003	97-1004	97-1005	97-10051	97-1006	97-1007		
												
97-1008	97-10081	97-1009		97-10091	97-1010	97-1011	97-1012	97-1013	97-1014	97-1015		
					Special Designs							
97-1016	97-1017	97-1018	97-1019	97-1020		97-1101	97-1002	97-11021	97-1103			

STOCK LOGO OPTIONS

Add a black logo at no additional charge

Special Designs									
	97-1104	97-1105	97-1106	97-1107	97-1108	97-1109	97-1110	97-1111	97-1112
									
97-1113	97-1116	97-1117	97-1118	97-1119	97-1120	97-1121	97-1122	97-1123	97-1124
					Sports				
97-1125	97-1126	97-1127	97-1128	97-301		97-1201	97-12011	97-1202	97-12022
									
97-1203	97-1204	97-1205	97-1206	97-1207	97-12071	97-1208	97-12082	97-1209	97-12091
					Transportation				
97-12111	97-1212	97-1213	97-1214	97-1215		97-1301	97-1302	97-13021	97-1303
			Vehicles						
97-13033	97-1304	97-1305		97-1401	97-14011	97-1402	97-1403	97-1404	97-1405
									
97-14051	97-1406	97-1408	97-1409	97-1410	97-1411	97-1412	97-14121	97-1414	97-1416
									
97-1417	97-1418	97-1419	97-1420	97-1421	97-1422	97-1423	97-1424		

IMPORTANT INFORMATION

Checks for business

Check Art Prep

Company Headings

Choose up to 5 lines of type for company name, address and phone number. Text will be centered if not specified.

Bank Name/Address

Three lines maximum. Text will be centered unless otherwise indicated. Please verify deposit ticket routing numbers.

Signature Lines

Choose one or two lines. A title or name can be put above the signature line. One line will print unless otherwise indicated.

Bank Transit Number

ABA Fraction must be indicated.

Numbering

Black Gothic numerals available on all computer check formats. Indicate if numbers print on checks, on stubs, on both, or neither. If not specified, **all** positions will be numbered. Consecutive MICR numbers print on left side in auxiliary On-Ups field only.

Regulation CC Endorsement Backer

Provided free of charge on stock formats (screened black only).

Binding Method – 3-On-A-Page Checks

Our standard binding method is 7-hole drilling. Orders will be 7-hole drilled unless otherwise indicated. Spiral binding is also available.

Cancellations or Copy Changes

Because of our fast order process, cancellations and copy changes are allowed free of charge only until the order enters production. If order has printed, you will be charged for the complete order.

Distributor Imprint on Checks

Name and phone can appear in the check stub area.

Space is limited to 38 characters. For example, "Quality Distributor 123 456 7890" counts as 32 characters.

Symbols and logos are not available in the distributor imprint field.

Logo

Logos must be submitted electronically (via email).

Vector art (i.e., Illustrator) is preferred. Multi-color logos must be color separated.

Email logos to checks@independentinc.com. Logos print black unless additional colors are requested (for an additional charge). If exact logo placement is requested, proof approval may be required.

Reorders

A reorder form with the check name and order info will be included with each order.

Terms of Sale

New Customers

Must complete a credit application before the first order is processed.

Credit Terms

Upon approved credit, terms of sale are net 30 days.

Account balances 30 days past due will cause any new orders will be held until payment is received for outstanding balance. Statements are sent each month.

State Resale/Exemption Certificate

If your business is in Wisconsin please send a state resale/exemption certificate with credit application, otherwise sales tax will be charged on all orders.

Charged sales tax is not refundable.

IMPORTANT INFORMATION

Checks for business

Shipping

Prices

All prices exclude shipping. Please refer to schedule for shipping charges.

Shipping Schedule

Orders received before Noon CST, ship within 2 business days or less.

Custom Orders

(includes custom forms and special ink colors):
Ship in 5-7 business days, after proof approval.

All orders must include a street address as orders are shipped via ground transportation whenever possible.

Shipping and Handling Charges

Shipping and handling charges are based on total weight of order*. The weight (in pounds) of each product is indicated to the right of each product in our price guide.

Total Weight (lbs)	Range
0-2	10.50-11.60
3-4	12.00-12.40
5-8	12.90-13.70
9-16	14.00-17.90
17-24	18.60-23.90
25-32	24.80-30.00
33-40	30.80-41.80
41-48	43.60-48.00
49-70	49.50-64.70
Over 70	Call for quote

**Prices subject to change.*

Carton Labeling: Our labels show distributor name as shipper.

Ordering Information

Contact our Customer Service Representatives or order online at **independentchecks.com**

Toll Free: 866.487.1370

Fax: 866.894.1290

Email: checks@independentinc.com

Minimum Order

150 minimum for 3-on-a-page checks

100 minimum for computer checks

50 minimum for pocket checks

No maximum quantities

Hours of Operation

Our Customer Service Representatives are available to answer your questions regarding pricing, product specifications, order status, or delivery dates.

Office hours are 8:00 a.m. to 5:00 p.m. CST, Monday - Friday.

FORMS

Innovative solutions that make you stand out from your competitors

FORMS

Traditional business forms to meet everyday business needs

Continuous Forms

A form that consists of a single sheet or roll of paper, normally separated by a perforation that can be torn out and separated as needed. Continuous forms are typically used with dot-matrix printers that require the sheets to all be connected.

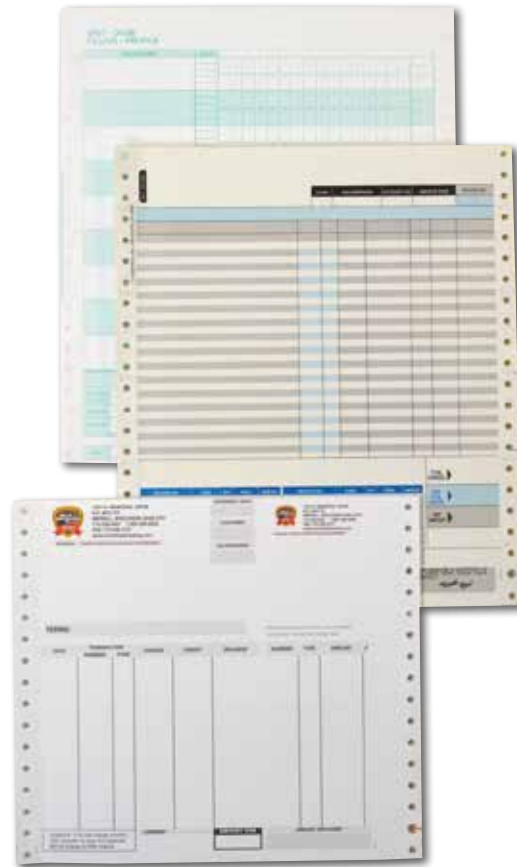
Standard Sizes

- 9 1/2" x 11"
- 9 1/2" x 14"
- 9 1/2" x 8 1/2"
- 9 1/2" x 7"
- 9 1/2" x 5 1/2"

Custom sizes available

Features

- Up to 5 colors (CMYK or PMS)
- Red or black marginal words
- Full and/or partial horizontal and vertical perforations
- Black or red crash numbering
- Hole punched: top or side
- Continuous gluing
- Crimping



Laser Cut Sheets

Laser Cut Sheets are designed for use with laser printers, ink jet printers and high speed copiers.

Standard Sizes:

- 8 1/2" x 11"
- 8 1/2" x 14"

Custom sizes available

Features:

- Up to 5 colors (CMYK or PMS)
- Micro perforations
- Full and partial horizontal perforations
- Shrink wrapping
- Checks with or without MICR



FORMS

Traditional business forms to meet everyday business needs

Unit Set Forms

A Unit Set Form is a multiple-part form that is carbon interleaved or carbonless. The parts are fastened on a common edge. Individual copies may be removed. Unit set forms are used typically for hand-written transactions and provide copies of the original document.

Edge Glued (No Stub)

Multiple-part form that is glued together. Information written on the first page will copy to remaining sheets.

Standard Sizes

- 8 ½" x 11"
- 8 ½" x 14"
- 5 ½" x 8 ½"

Custom sizes available

Snap-Out Forms (Perforated Stub)

Multiple-part form that is connected with a stub. Information written on the first page will copy to remaining sheets. The stub portion is glued together and has a perforation allowing the sheets to be torn away.

Standard Sizes

- 8 ½" x 11 ½"

Custom sizes available

Booklets/Wrap-Around Covers

Snap-out forms with an attached flap that is placed between the sheets to prevent images from transferring from one carbonless form to another. Forms are perforated for easy removal.

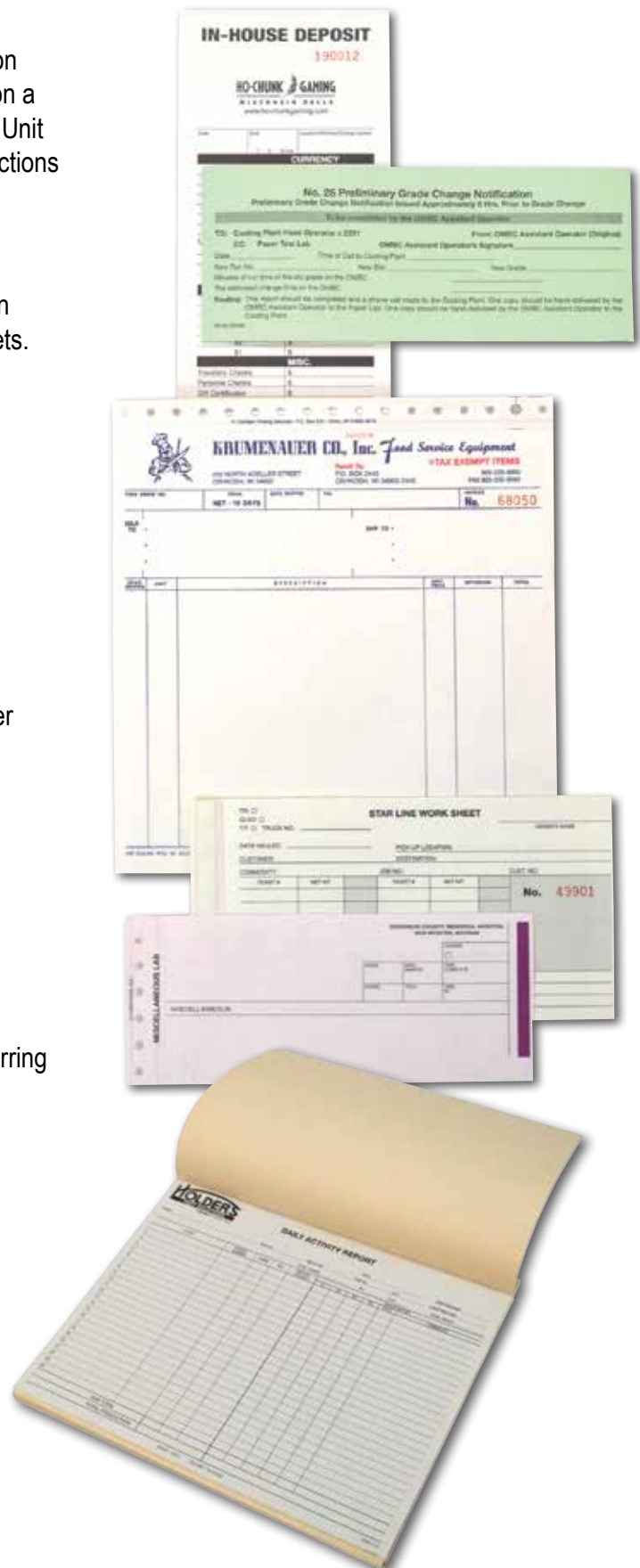
Standard Sizes

- 8 ½" x 11 ½"

Custom sizes also available

Features

- Red or black marginal words
- Full and/or partial horizontal and vertical perforations
- Black or red crash numbering
- Hole punched: top, bottom or side



FORMS

Traditional business forms to meet everyday business needs

Integrated Cards/Labels

Integrated card and label forms combine a form and label into a single, easy-to-print document that increases accuracy, improves efficiency, and reduces human error. They can be used for a variety of purposes, such as packing slips, shipping orders, pick tickets, and work orders to name a few.

Punch Out Cards

The card is integrated into the sheet and punches out cleanly due to perforations, leaving a void in the sheet. Uses: situations where information is imprinted on the face and the back of the card.

Peel Out Cards

The card is integrated into the sheet and peels out cleanly due to a laminate on the back. Uses: situations where information is imprinted on the face of card.

Integrated Labels

The label is integrated into the sheet and peels out cleanly due to a label film on the back. The adhesive can be permanent or removable/repositionable.

Features

- Up to 5 colors (CMYK or PMS)
- Can have 1 or more cards on a sheet
- Card can be paper stock for writing and printing or laminated for printing on a desktop office printer
- Full and/or partial horizontal and vertical perforations

Freezer Grade Labels

The label has an adhesive that is specialized for cold conditions.

Standard Sizes

- 8 ½" x 11"
- 8 ½" x 14"
- 8 ½" x 7"

Custom sizes available



FORMS

Traditional business forms to meet everyday business needs

Notepads

Stacked sheets, glued together on one side.
The imprint is the same on every sheet.

Available in a variety of sizes

Features

- Up to 5 colors (CMYK or PMS)
- Full and/or partial horizontal and vertical perforations
- Standard stack quantities are 25, 50 or 100;
custom stack quantities available



Diplomas, Certificates and Grade Transcript Sheets

Non-duplicable documents for educational institutions to protect the integrity and quality of their programs. Ask us about samples!

IMPORTANT INFORMATION

Traditional business forms

Forms Art Prep

Acceptable Programs

All PC and Mac compatible files. Adobe Acrobat (PDFs), InDesign, Illustrator, PhotoShop and Quark Xpress.

File Information

PDFs are accepted but cannot be altered if changes are required. All support documents, like TIFFs and EPS files used to create the document must be included.

Services Provided

Our Prepress team offers a variety of services, including graphic design, disk output and color correction.

Submit Artwork

Email: forms@independentinc.com
or, for larger files, please go to
<https://prepress.sharefile.com/r-r89ee55e01694efb8>
and follow instructions

Important Information

Integrated Products

Our standard card size is 3.375" x 2.125" (with round corners). See layout of our most popular integrated sheet configurations on page 28. Visit our website for more details on these products at www.independentchecks.com/cards-labels.

Numbering

Black or Red Gothic numerals available on all computer check formats. Please indicate if these are desired on check, on stubs, on both, or neither. Consecutive MICR numbers will be on left side in auxiliary On-Us field only.

Press Colors

Up to 5 colors (on 14" and 22" cylinders);
Up to 3 colors (on 17" cylinder).

Print Quality

We print with the highest integrity and quality, following industry standards. Unless a true color match is specifically requested, jobs will run to standard ink densities. Standard ink densities may vary from print run to print run due to a variety of variables.

Proofs

If requested, expect a proof within 24-48 hrs. Typically, a PDF proof is sufficient, but we also offer Epson critical color proofs, upon request. All jobs will run to standard ink densities, unless customer makes a special request for a color match.

Cancellations or Copy Changes

Because of our fast order process, cancellations and copy changes are allowed free of charge until order enters production. If order has printed, you will be charged for the complete order. Additional fees may apply.

Terms of Sale

New Customers

Must complete a credit application before the first order is processed.

Credit Terms

Upon approved credit, terms of sale are net 30 days. Account balances 30 days past due will cause any new orders will be held until payment is received for outstanding balance. Statements are sent each month.

State Resale/Exemption Certificate

If your business is in Wisconsin please provide a state resale/ exemption certificate with your credit application, otherwise tax will be included on all orders. Charged sales tax is not refundable.

Shipping

Prices

All prices exclude shipping.

IMPORTANT INFORMATION

Traditional business forms

Production/Shipping Schedule

Production time is calculated after proof approval. Average times vary—items requiring special estimates may affect production time.

Carton Labeling

Our labels show distributor name as shipper.

All orders must include a street address as orders are shipped via ground transportation whenever possible (no PO boxes).

Invoices and Samples

Samples

One copy of your order will be shipped to you. Your invoice will be mailed separately. Additional samples are available upon request and are billed at a per-unit cost.

Ordering Information

Purchase Orders

All orders or reorders must be accompanied by a purchase order or other written authorization.

Minimum Order

500 minimum. No maximum quantities.

Overruns/Underruns

All items are subject to up to 10% overruns/underruns, per industry standards, and will be billed on a pro rata basis without prior notification. If exact quantities are required, a 10% fee is applied.

Rush Order

If you require early shipment, additional charges may apply. Expedited shipping methods are also additional, by request.

Hours of Operation

Our Customer Service Representatives are available to answer your questions regarding pricing, product specifications, order status, delivery dates, or additional questions.

Office hours are 8:00 a.m. to 5:00 p.m. CST, Monday - Friday.

Quality First

Damaged Goods

In the event of damage or loss, please contact us immediately and make a notation on the bill of lading or packing slip.

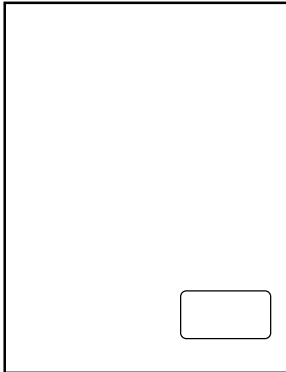
IMPORTANT INFORMATION

Frequently used card choices

Standard Card Size is 3 3/8" x 2 1/8" with a 1/8" rounded corner die cut.

Option 1

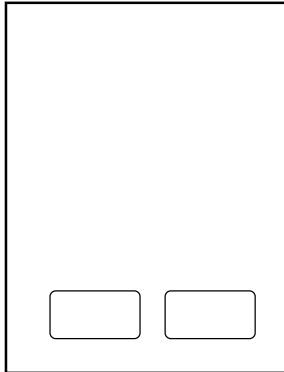
1 Card per sheet



The card can be placed anywhere on the sheet as long as the criteria is met. The card must be positioned at least 3/8" from any edge or perf.

Option 2

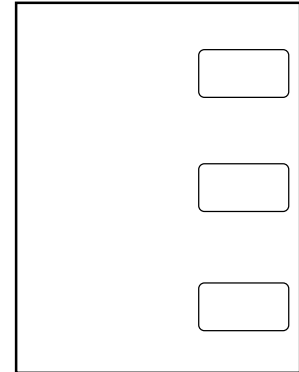
2 Adjacent Cards per sheet



The cards can be placed anywhere on the sheet as long as the criteria is met. There must be 1/4" or 3/8" spacing between the two cards.

Option 3

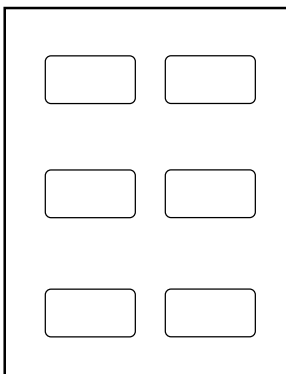
3 Cards per sheet



The card locations must be left, right or centered on the sheet. The cards must be positioned at least 3/8" from any edge or perf. The card position is repeated at 3 2/3" intervals per sheet.

Option 4

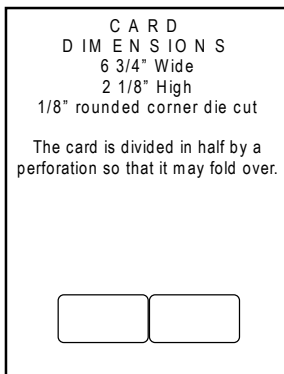
6 Cards per sheet



There must be 3/8" spacing between each set of cards. The card set is repeated at 3 2/3" intervals per sheet.

Option 5

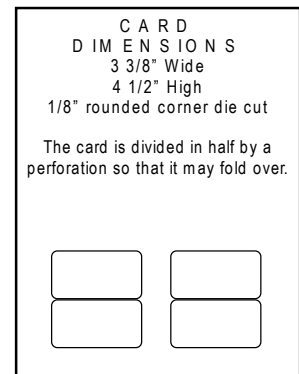
1 Folder Over Card per sheet



The card can be placed anywhere on the sheet as long as the criteria is met. The card must be positioned at least 3/8" from any edge or perf.

Option 6

2 Adjacent Fold Over Cards per sheet



The cards can be placed anywhere on the sheet as long as the criteria is met. The set of cards are placed side-by-side with 3/8" spacing between the two cards.

