



1325 Williams Drive
 Marietta, GA 30066
 P: 800.937.1290
 F: 770.590.4313

Checks Order Form



Fill out onscreen, then use the Submit button to email to RTI.

Ship To:

Company: _____
 Owner/Operator (first & last name): _____
 Street Address (cannot deliver to a P.O. Box): _____

 City: _____ State: _____ ZIP: _____
 Deliver to Attention of: _____

RTI Use Only

PO: _____
 FORM #: _____
 FWIL: _____/_____/_____
 ACK: _____/_____/_____
 PRF: _____/_____/_____

Software:

RTI Other: _____
 Version: _____

If **Other**, please contact RTI before completing form.

Delivery Options:

Standard Ground (approx. 2 weeks)
 5-Day RUSH. *Add \$49. **See NOTE** →
 3-Day RUSH. *Add \$100. **See NOTE** →

***NOTE:** Plus expedited shipping & handling. Approximate delivery times shown are business days. To keep your costs low, expedited delivery rushes the first 250 of your check order. Additional checks in the order ship bulk mail (unless you specify otherwise). Allow 7–10 business days for delivery.

Quantity: 500 1,000 2,000 3,000 4,000 5,000
 6,000 7,000 8,000 9,000 10,000 Other: _____

Start Check #:

Order Type:

Exact Repeat Enter Life #: _____
 (in left margin of current RTI check)
 Repeat with Change
 New Order
 Blank Check Stock* ** = info not needed*

Text Above Signature:

No
 Yes (indicate text below)

Company Name Printed on Current Check:

For Laser Only:

Select Type:

Accounts Payable Payroll Direct Deposit Voucher*

How Does Your Laser Printer Feed Paper?

Face Up (Standard) Face Down (Non-Standard)

For Continuous Feed Only:

Select Stock: 1-Part *2- and 3-Part available w/o color McDonald's logo

Choose Stub: Payroll: Enhanced Standard

Accounts Payable: 36-Invoice 12-Invoice

Direct Deposit Voucher:

Choose One Color:

Blue Green Red Border with Step & Repeat McDonald's Logo Gray Marble (laser format only)

McDonald's logo will appear in Yellow and Black ink; all other check imprinting will be in Black ink.

Imprint Information—as it should appear on checks:

Company Name: _____
 Additional Name (if any): _____
 Address (Street or P.O. Box): _____
 City: _____ State: _____ ZIP: _____
 Phone number on check? No Yes (_____) _____
 How many signature lines? One Two

Bank information is needed on check orders only. Direct Deposit Vouchers have no bank information on them.

Name of Bank: _____
 Additional Bank Information (if any): _____
 City and State of Bank: _____
 Bank Routing No.: _____ Account No.: _____
 Bank Fraction Number (Example: 64-1/610): _____

You will receive an order confirmation within 24 hours of receipt. Thank you for your order!

ORDER DEPOSIT TICKETS, DOUBLE-WINDOW ENVELOPES, SECURITY BAGS ON SEPARATE FORM.

See all the available check colors and formats at www.internetRTI.com/checks-and-forms.

Also available: Direct Deposit Vouchers.

Order Confirmation:

Name/Signature: _____
 Date: _____
 Phone: (_____) _____
 Fax: (_____) _____
 Email: _____

Submit Completed Form to RTI

By clicking the **Submit** button above, I request that checks be ordered and printed as shown on this form. I agree to verify the accuracy of the printed checks upon receipt and notify RTI within 30 days of any differences.

A copy of a current voided check is required for all new or changed orders. RTI will contact you if this is required for your order.