

## W2 Printing Service Order Form (2009-W2's)

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

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### W2 Shipping Address

Please list below all the company codes for which you wish us to process W2's.

I am requesting the following items (please enter quantities below):

| Qty |  | Extended Price |
|-----|--|----------------|
|     | Employee W2's at \$0.86/each   |                |
|     | Envelopes needed (included with Employee W2's upon request)            |                |
|     | Employer W2's at \$0.86/each   |                |
|     | Setup charges at \$125.00/each company code                            |                |
|     | Surcharge of \$250.00/each company code for versions older than JKM v4 |                |
|     | SSA Magnetic Media submissions files at \$50.00/each company code      |                |
|     | <b>Grand Total (does not include shipping)</b>                         |                |

***Prices subject to change if form is not received and approved by us by  
Nov 30, 2009.***

I understand that I am responsible for the accuracy of my data before shipping my data files to be used in the printing of W2's.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Price does not include shipping - All completed W2's will be sent to you UPS C.O.D.**

Please fax the completed form to 619/465-3212.

If you need assistance in completing the form, or have any other questions, please call Doug Kvandal at 619/589-7331.

We will call you upon receipt of your order to confirm your order, send you a pre-processing form, and set a tentative date to process your W2's.