



FORTUNE FORMS,™ INC.
 1-800-884-8804
 or FAX
 1-888-884-7766



FORTUNE FORMS,™ INC.
 1-888-302-0880
 or FAX
 1-888-304-0880



Your Company name _____ Your P.O.# _____ Order* _____ of _____

- New Order** **Changed Repeat-All Changes MUST be listed below - COMPLETELY - in "NOTES ON ORDER"**
- Exact Repeat - NO CHANGES** (Repeat Check Orders will have **new** Starting #)

***Please NOTE!** → **IF USING ONE ORDER FORM FOR MULTIPLE ITEMS, CLEARLY INDICATE QUANTITIES BELOW ON "NOTES ON ORDER".**

DBA Software version # _____ (VERY IMPORTANT!)

- CHECKS** - All Checks are **Multi-Purpose** (same format for A/P and Payroll)
- MPCC-390-EV2 (M-Check Custom Continuous) **ENHANCE IT!**
- MPCL-490-EV2 (M-Check Custom Laser) **ENHANCE IT!**
- ELCC-1900-EV2 (E-Check Custom Continuous) **ENHANCE IT!**
- ELCL-777-EV2 (E-Check Custom Laser) **ENHANCE IT!** **Our Most Popular CHECK!**

- INVOICES** - All Invoices have light background shading with Logo Watermark
- HIFC-5555 (Continuous Invoice) **Our Most Popular INVOICE!** Discount Column
- HIFL-222 (Laser Invoice) Discount Column Condensed Mode

- UNIVERSAL FORM** - All Universals have light background shading with Logo Watermark
- UFC-387 (Continuous Universal) UFL-493 (Laser Universal)

- STATEMENTS** - All Statements have light background shading with Logo Watermark
- SFC-444 (Continuous Statement) SFL-404 (Laser Statement)

- SHIPPING LABELS** - All Shipping Labels have background Logo Watermark
- SLC-55 (Continuous Ship Labels) SLL-14 (Laser Ship Labels)

- ENVELOPES** - Need "Special" or "Seasonal" Art on Envelopes? Just ask us!
- EN10W (#10 Window Envelope) EN9W (#9 Window Envelope)
- EN10R (#10 Regular Envelope) EN9R (#9 Regular Envelope)
- ENDW9-EV2 - **Companion Envelope** for EV2 Series of Checks (The **Companion Envelope** is a Tight Fitting, Double Window with Security Tint)
- EN912 (9 x 12 Envelope) EN1013 (10 x 13 Envelope)

- QUANTITY ORDERED** - Allow for [Billable] 10% Over or Under runs.
- 1000 (Minimum) • 2,000 • 3,000 • 4,000 • 5,000 • 10,000
- _____ **ALL QUANTITIES SUBJECT TO 10% UNDER OR OVER RUNS.**

- COMPANY INFORMATION TO APPEAR ON PRINTED PRODUCT**
- Logo No Logo Typeset Company name Street (City, State, Zip)
- P.O. Box (City, State, Zip) Phone Toll Free Phone
- Fax Toll Free Fax Company Web Site Company Email
- Other information _____

FAX PROOF **NOTE:** There is a \$38.00 Charge for Faxed Proofs (per Order).

- NUMBER OF PARTS/PLYS** - Parts/Plys refer to "paper". Laser checks by default are 1-Part, but 3 "sections" (Stub-Check-Stub). Checks can also be a 2-Part or a 3-Part.
- 1 • 2 • 3 • 4 • 5 • 6 • 7 • 8 • _____

- PART/PLY SEQUENCE** - Note: any Part/Ply can repeat. **For Example - An 8-Part Invoice can be:**
- White: 1/3/_____ Canary: 2/7/_____ Pink: 4/_____
- Blue: 5/_____ Green: 6/_____ GoldenRod: 8/_____ **Choose ANY Sequence NO Extra Charge!!**
- Checks (1st Part) are always printed on White: 1/_____ (You'll choose ink colors at right of this form)
- White: _____/_____/_____/_____/_____/_____/_____/_____ Canary: _____/_____/_____/_____/_____/_____/_____/_____
- Pink: _____/_____/_____/_____/_____/_____/_____/_____ Green: _____/_____/_____/_____/_____/_____/_____/_____
- Blue: _____/_____/_____/_____/_____/_____/_____/_____ GoldenRod: _____/_____/_____/_____/_____/_____/_____/_____

- BACKER** - ("Terms and Conditions" on the back of Invoices, P.O.s or Universal Forms):
- Back of all Parts/Plys On Ply _____ On Ply _____ On Ply _____

- BLOCKOUT** - Use one Part/Ply of your Invoice as a Packing Slip (price "Blocked Out")
- On Ply _____ On Ply _____ On Ply _____ On Ply _____

Yes, I have **completely** read and **FULLY** accept Fortune Forms,™ Inc.'s **"TERMS AND CONDITIONS OF SALE"**. I am fully authorized to place this order for the company listed above. **PLEASE NOTE:** This order **CAN NOT** be processed without a Printed Name, a Signature and Date. Any Changes to a "Change Repeat" must appear on "Notes on Order".

Your Name [PRINT]: _____ Your Signature: _____ DATE _____

MARGINAL WORDS - single RED word at bottom of Form (e.g. "Office" or "File")

_____ Ply 1 • _____ Ply 2 • _____ Ply 3

_____ Ply 4 • _____ Ply 5 • _____ Ply 6

INK COLORS - (no extra charge for any ONE color - except metallic) 2nd CUSTOM Ink Color is \$98.00 flat. **E-CUSTOM CHECKS: Black Ink ONLY for IMPRINT information.** You have a CHOICE of Check Background colors: "Navy" Blue, "Sky" Blue, Medium Green, Gray, Burgundy or Brown. **All "Background" colors are Light enough to print upon!**

Black • "Navy" Blue (recommended) • Burgundy (recommended)

Brown • Medium Green • "Sky" (light) Blue • Gray

Our Closest Match to (ink color matches are **NOT** guaranteed!): Ink 1 _____ Ink 2 _____ Ink 3 _____

Metallic Ink _____ (extra charge - call for quote)

IF THIS IS A CHECK ORDER, FILL OUT THE NEXT 3 SECTIONS

- One Signature ["Sig"] line Two Signature ["Sig"] lines

WORDING BELOW SIGNATURE LINE - Choose one, or more:
 Standard Wording for 1 Sig. Line: AUTHORIZED SIGNATURE

- TWO AUTHORIZED SIGNATURES REQUIRED [for 2 "Sig" lines]
- AUTHORIZED SIGNATURE REQUIRED IF OVER \$ _____
- TWO AUTHORIZED SIGNATURES REQUIRED IF OVER \$ _____

MUST SAY [at least] **"VOID AFTER 120 DAYS"** - OR - _____ DAYS

WORDING ABOVE SIGNATURE LINE - Choose one, or more:

- ACCOUNTS PAYABLE PAYROLL ACCOUNT _____
- Logo/Company Name (recommended) _____

STARTING NUMBER ON ORDER _____

PACKAGING OPTIONS - PLEASE NOTE: STARTING # IS ALWAYS ON TOP.

- OPTION #1 (FACE **UP**) • OPTION #3 (FACE **DOWN**)

SHIPPED VIA - Please read our Terms & Conditions on Page 2 on this form.

- UPS® Ground • 3 Day • 2nd Day Air • Next Day Air
- IF EXPEDITED: Entire Order • Partial Amount: _____

ALL SHIPPING/HANDLING COSTS WILL BE ADDED TO INVOICE

PAYMENT - Please read our Terms & Conditions on Page 2 on this form.

- MasterCard® • Visa® • American Express® • Discover®

Card # _____

Expires: _____ Security ID # (See Section 2 on Back): _____

Name: _____

Signature: _____

Address: _____

City: _____ State: _____ Zip: _____ (Section 2 on Back)

NOTES ON ORDER - This area is for any General Notes or Changes to a "Changed Repeat"

TERMS AND CONDITIONS OF SALE - SECTIONS 1 THROUGH 20 BELOW - ENDING WITH "END OF TERMS AND CONDITIONS"

- 1. AGREEMENT:** Fortune Forms, Inc. (Seller) enters into this agreement in good faith with the Authorized Agent (Agent) and/or Company (Buyer) that has placed an Order with the Seller via the Agent. Buyer and Agent may or may not be one in the same. This agreement is ultimately binding upon the Buyer, regardless of the capacity of the Agent before, during and after this agreement is executed. It is the responsibility of the Agent and/or Buyer to determine Seller's most current Terms and Condition of Sale (dated and posted on Seller's Website) and agree to those current Terms and Conditions of Sale.
- 2. PAYMENT/CREDIT CARDS:** In an effort to reduce fraud Seller's Credit Card Service requires the Security ID # for these Cards: American Express Cards - Security ID # is printed (not embossed) on right-front of Card above the Credit Card number (above the last digit) usually this is a four (4) digit number. MasterCard - Security ID # is printed (not embossed) on back of Card after the Credit Card number usually a three (3) or four (4) digit number. Visa - Security ID # is printed (not embossed) on back of Card after the Credit Card number usually a three (3) or four (4) digit number. These Security ID #'s are printed not embossed on the Credit Card. If the Security ID # is not available, "NA" should be written in the space provided. Credit Card may not process without Security ID #. Seller's Credit Card Service also requires the following: Full, exact name of the Credit Card Holder; Signature of the Credit Card holder; Billing address (with State and Zip Code) of Credit Card (this is the mailing address, where Buyer's Credit Card Statement is received); Security ID # (see above).
Credit Cards will be charged prior to completion of Order(s). Most often Credit Cards are charged the same day the Order(s) are placed, before Order(s) enter our order entry or production departments.
If paying by Credit Card (Card), and Agent is not the actual Card holder, Buyer, through it's Agent, guarantees that Agent has authorization to use the Card listed on Order Form. Agent and/or Buyer further guarantees to Seller that authorization has been given for Agent to use Card and further authorizes that Seller has the right to charge to the Card the total charges for any and all Orders placed by Agent at any time, including but not limited to, cancellation fees, charge backs, expedited shipping fees, art fees, composition fees, setup fees, partial completion fee or agreed upon conception fees.
- 3. PROFORMA INVOICE/PREPAY:** If Agent and/or Buyer chooses to pay by Proforma Invoice, Seller will fax Proforma Invoice to Agent and/or Buyer. Buyer's Order will not proceed until payment has been received. This includes the Proofing of the Order - Proofing of the Order will not proceed until Seller has received the payment by Agent and/or Buyer. Once Payment has been received by Seller, a faxed Proof will follow in 4 working days (see below for clarification on Proofs). Proforma Invoice will reflect Billable 10% Over runs. Seller runs $\pm 10\%$ on quantities (other than envelopes). The Proforma Invoice reflects the 10% overs that will most likely be produced on Buyer's Order. If there is a balance due Buyer (because of overs not being produced), Seller will either credit Buyer's account, or issue a check for the balance due, at Agent and/or Buyer discretion. Seller will mail a duplicate "Hard Copy" of the Proforma Invoice - Agent and/or Buyer will alert their Accounting Department to ensure that this Proforma Invoice is processed for payment only once.
- 4. PROOFS:** If Proof(s) are requested by Agent and/or Buyer, a Proof Charge of \$38.00 will apply. Once a Proof (of any type) has been issued by the Seller, and Agent and/or Buyer elects to cancel an Order, a cancellation charge of \$98.00 per Order applies. This rate is based upon computer time of \$98.00 per hour, though most jobs at the Proofing stage have accrued more than one hour. The Agent and/or Buyer agrees to compensate the Seller \$98.00 per job, should the need to cancel the Order arise for any reason. Agent and/or Buyer agrees this is fair and due compensation for work already completed by the Seller at the time of cancellation. Cancellation is defined by Agent and/or Buyer verbal or written cancellation, and/or is defined as Proof approval not being received by Seller's estimated ship date of Order. If Proof(s) cost exceeds \$38.00, Seller will inform Agent and/or Buyer before proceeding with Proof(s). Agent and/or Buyer agrees to reimburse Seller in full for the agreed upon additional amount.
Proofs will supercede Agent and/or Buyer's Purchase Order and/or this Order Form. Proofs require 4-6 working days before Agent and/or Buyer receives faxed Proofs. If a Proof is issued by the Seller, the Agent and/or Buyer take full responsibility for the accuracy of any Proofs. This includes any typographical errors of any kind, including all Bank information (including all MICR symbols and all MICR numbers and all ABA fractional numbering). Agent and/or Buyer MUST check with Bank before signing approval of proofs - even if the Customer has requested no changes to the Bank information. It is the absolute and ultimate responsibility of the Agent and/or Buyer to confirm ALL Bank information is both current and accurate on the proofs before signing approval. Seller can not be held responsible for errors that are not corrected by the Agent and/or Buyer. If any Order requires a reprint because of errors that were not corrected on the signed proofs that were issued by Seller and signed for approval by Agent and/or Buyer, whether initially requested by Agent and/or Buyer or not, a maximum of 15% will be discounted off of the repeated (second run/re-run) Order. Agent and/or Buyer will be responsible for the full amount of the initial Order.
- 5. ORDER FORM:** This Order Form supercedes any written instructions, verbal instructions, or prior conditions of any kind, including Agent and/or Buyer's original Purchase Order. If changes need to be made to any Order, said changes need to be made to the original Order Form. This "Revised" Order Form must then be re-faxed to Seller, and acknowledged by the Seller in writing. If "Revised" Order Form is not acknowledged by Seller in writing, Seller is not responsible for said Revisions.
- 6. PROPERTY:** All Negatives, Plates or any item created to process Order remains the sole property of Seller. Any charges by Seller for these items are but partial compensation for the actual costs. Agent and/or Buyer agrees that charges for these items do not constitute ownership by Agent and/or Buyer in any way. Until payment is received in full, the Order(s), in it's entirety, remain the property of Seller and if not paid in full, will be relinquished upon demand by the Seller. Any charges incurred in the return of nonpayment Orders, shall be incurred by the Agent and/or Buyer, and none by the Seller.
- 7. ORIGINAL ART:** Seller is not responsible for any loss of original artwork sent by Agent and/or Buyer. Seller shall not be held responsible for actual replacement, or the cost of replacement.
- 8. OVER OR UNDER RUNS:** Allow for Industry Standard (billable) 10% over run or 10% under run on all quantities. All quantities are $\pm 10\%$ (billable). Agent and/or Buyer agrees to $\pm 10\%$ on all quantities.
- 9. PRICES:** Prices, except "Lot" prices, are based upon quantities of One Thousand (/M). Prices exclude sales tax (where applicable). As all prices are subject to change without prior notice, it is the responsibility of Agent and/or Buyer to confirm current pricing before placing an Order with Seller. Agent and/or Buyer agrees to pay, in full, the current cost of an Order, regardless of last price paid.
- 10. PRODUCTION TIME:** Standard production time is 12-14 working days. Production time varies due to reasons beyond Sellers control. If a definite ship date is requested, Agent and/or Buyer must state such a request on the front of this Order Form. The attempt will be made to achieve all requests for definite ship dates, but no ship date is guaranteed. Production begins after this Order Form and all requested materials have been received in their entirety. Complete Order received before 11:00pm Pacific Standard time will start processing that day.
- 11. TIME IN TRANSIT:** Time in Transit is determined by method of shipment, and is the sole responsibility of the Shipping Company (Shipper). Seller makes no guaranties, expressed or implied, on time in transit; guaranties are provided by Shipper, as are remedies to those guaranties. Agent and/or Buyer agrees not to hold Seller responsible for any type of compensation for late shipments.
- 12. SHIPPING/HANDLING CHARGES:** All shipping and handling charges will be added to Agent and/or Buyer Invoice.
- 13. LOSS OR DAMAGE:** Any damage to, or loss of, shipment must be reported to the Shipper and to the Seller with 24 hours of receipt, or expected arrival date. Claims for damaged/lost shipments shall be made against the Shipper, and in no way shall the replacement of the shipment be the responsibility of the Seller. If Agent and/or Buyer decides to rerun the Order, there shall be no discount applied. Any and all reimbursement for the damaged/lost shipment will be made by the Shipper in it's entirety, and the Seller shall not be held liable for any value or replacement of Order. Loss of shipment shall be determined by the Shipper, or Seller, not by the Agent and/or Buyer.
- 14. INSURANCE:** Agent and/or Buyer may purchase additional insurance on shipment. Orders are shipped using standard insurance by carrier, and may not be adequate to compensate Agent and/or Buyer for damage or loss of the shipment. Agent and/or Buyer takes full responsibility to alert Seller, in writing, that additional insurance is desired.
- 15. C.O.D.:** We no longer ship COD to any Customer. Previous COD Customers must prepay by Check, or prepay by Credit Card.
- 16. CANCELLATIONS/RETURNS/CREDITS:** Buyer may cancel Order, with no cancellation fees, if Order has not shipped (shipped from our docks) within 29 working days of quoted ship date. Weekends and holidays are not working days. Holidays are determined by Seller and will be posted, during the holiday(s), on Seller's Website. Seller is not responsible for time lost due to misplaced, misdirected or damaged shipments. Any cancellations must be made in writing and must be confirmed in writing by Seller. Cancellations not confirmed by Seller in writing, will not be honored. Cancellations charges will be applied, and are applicable, to any Order were costs have been incurred by Seller. Cancellation charges shall be determined by the Seller, not by the Agent and/or Buyer, and will not exceed the full, original cost of the Order(s). Any return must have an Return Material Authorization number (RMA). Agent and/or Buyer must call and receive an RMA number before returning any item. Any item that is returned without an RMA number, will be held in inventory for an undetermined amount of time. No Credit will be issued on any item that does not have an RMA number. Returns are allowed only if the product is damaged, or there is a typographical error on the part of the Seller that was not Proof approved by the Agent and/or Buyer and/or Agent.
Credits due Buyer for errors on Order (errors defined solely by Seller) shall be limited to the replacement of the portion of the Order in error. Buyer must return to Seller all product in error to receive Credit.
- 17. ERRORS/MISSING CHECKS/BLANKS/DUPLICATE NUMBERS:** Though every effort has been made to limit errors on an Order, occasionally there may be errors which include, but are not limited to: missing numbers, blank stock, and/or duplicate check numbers, errors or misprints of any kind. It is the Agent and/or Buyers responsibility to verify that the Order is error free within 24 hours of delivery. Seller's responsibility shall be limited to credit of the portion of the Order in error. Any credit due shall be applied to the next Order, by means determined solely by Seller. Agent and/or Buyer must retain and return any and all portions of the Order in error. No credit, of any kind, will be given by Seller if Agent and/or Buyer failed to retain the portion of the Order in error for return to Seller for inspection. Seller can not be held responsible for any cost, expenses, damages, including without limitation, direct, indirect, special, incidental, consequential, punitive, lost profits or similar damages arising out of or in connection with the failure of Agent and/or Buyer to verify missing check numbers, incorrectly inserted blank stock, and/or duplicate check numbers, errors or misprints of any kind.
- 18. CHECK SAMPLES:** If Agent and/or Buyer's financial institution requires samples of product Seller has produced, Agent and/or Buyer agrees to furnish required samples, and to wait for use until financial institution has tested, and approved said samples. Seller can not be held responsible for any cost, expenses, damages, including without limitation, direct, indirect, special, incidental, consequential, punitive, lost profits or similar damages arising out of or in connection with the failure to provide required samples for testing to financial institution.
- 19. SUBSTITUTIONS:** Seller reserves the right to change and/or substitute ink colors (of any kind), raw product/paper stock, security backers and/or style of any item, at any time, without prior notice to Agent and/or Buyer. Raw Check product/paper stock shall have at least one security feature. Seller reserves the right to make any changes and/or substitute, at any time - without prior notice to the Agent and/or Buyer - on any Order (with no guarantees to product) including, but not limited to: paper stock, paper colors and/or ink colors, imprint ink colors, or content, and/or type style, of any Order at any time.
- 20. LIABILITY:** In no event shall Seller be held liable - in any way - to the Agent and/or Buyer and/or end user for any cost, expenses, damages, including without limitation, direct, indirect, special, incidental, consequential, punitive, lost profits or similar damages or charges arising out of or in connection with: The patented processes of this product; failure to complete Order; errors in Order; process of Order; failure of product (by any definition), which includes (but is not limited to) rejection (for any reason) of any or all of the Check Order by Agent's and/or Buyer's Bank, Financial Institution and/or check processor. Seller makes no warranty of any kind under this agreement, whether expressed or implied, including without limitation the warranties of merchantability and of fitness for a particular purpose. Ink Colors, or Ink Color Matches (of any kind) are not guaranteed by Seller at any time. Ink Colors will vary within the Order itself, and from Order to Order. It is the Agent and/or Buyers sole responsibility to confirm complete accuracy of the Order within 24 hours of delivery. Seller must be notified of any and all errors in Order(s) within 24 hours of receipt by Agent and/or Buyer. - **END OF TERMS AND CONDITIONS.**