

# Personalising your company cheques

## ENHANCE YOUR COMPANY IMAGE WITH PERSONALISED CHEQUES

The cheques you use say as much about your business as your company letterhead and the choices are just as varied. Within Bank and APACS guidelines your cheques can be designed to incorporate your company colours, tpestyles and your company logo.

All cheques comply with the prevailing APACS guidelines for security and a Security brochure is available for further information.

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## HOW TO USE THIS GUIDE

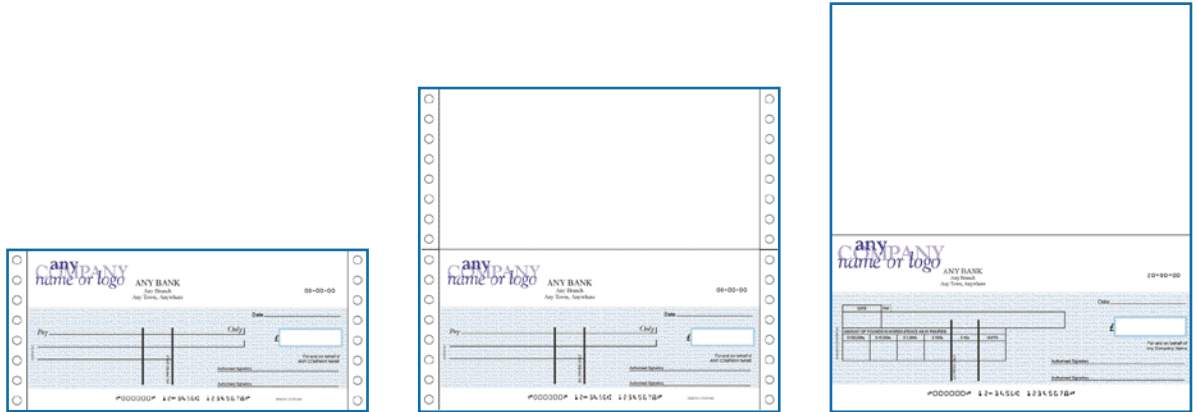
1. Choose the format of cheques you need whether computer style or book style from this page.
2. Choose the colour you would like for the personalisation on your cheques from page 4.
3. Choose the background design and colour to suit your requirements from page 5.
4. Complete the order form and send along with a copy of your artwork or logo to: Fontware Ltd, 25 Barnes Wallis Road, Segensworth East, Fareham, Hampshire, PO15 5TT. Alternatively call our customer service team

## FORMATS

### COMPUTER CHEQUE FORMATS COMPATIBLE WITH YOUR SOFTWARE

Computer cheques for use with automated software are available in a range of formats to suit your computer software. If you use a dot matrix printer continuous cheques are the right choice and the A4 format is suitable for use with laser or inkjet printers. The compatibility of your cheques with your computer software output is guaranteed and we provide cheques suitable for use with all UK software applications including Sage, Pegasus, Tetra and Multisoft as well as bespoke software.

The range of standard formats is shown on this page and multipart sets are available. Any other size or format is available as a bespoke option. Simply call our customer service team for further information.



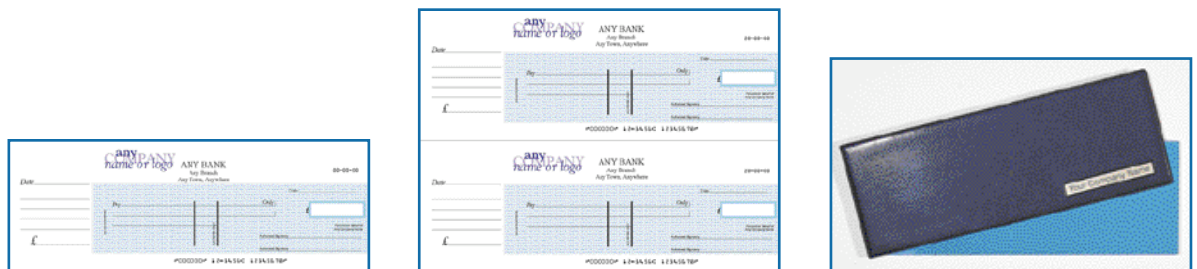
4" x 8" cheque plus

4" x 8" cheque available with  
4" x 8" remittance,  
7" x 8" remittance,

A4 / 4" x 8 1/4" cheque with  
7.66" x 81/4" remittance

### BOOK CHEQUE FORMATS

If you hand write your cheques the book style format is the right choice. These are available in two styles and a cheque book wallet personalised with your company name is available to complement your cheque book.



4" x 8" cheque  
plus 3" counterfoil 1 per page

Two 4" x 8" cheques  
plus 3" counterfoils 2 per page

Cheque book wallet personalised  
with your company name

## DESIGN OPTIONS

### YOUR COMPANY PERSONALISATION

Shown below are a range of standard design options that can be incorporated into your cheques.

#### COMPANY LOGO

Your logo can be used in the design of your cheques. Simply send us artwork or a sample of your letterhead (please be careful not to staple or crease through your logo). Alternatively you can provide the artwork as a PC or MAC compatible file such as a TIF or a JPEG. If you are not sure about the format of your files, simply call us to discuss your requirements further.



#### TYPESTYLE

The standard typestyles available are shown below for you to choose from. Alternatively we can produce your cheques with any other typestyle you specify.



- A. Your Company Name
- B. **Your Company Name**
- C. **Your Company Name**
- D. *Your Company Name*
- E. **YOUR COMPANY NAME**
- F. **Your Company Name**

#### PERSONALISATION COLOURS

For the colour of your logo and all text and linework on your cheques a range of standard colours are shown below. Your cheques can also be produced using any other colour(s) you specify (within APACS guidelines).



Black



Reflex Blue



Burgundy



Warm Red



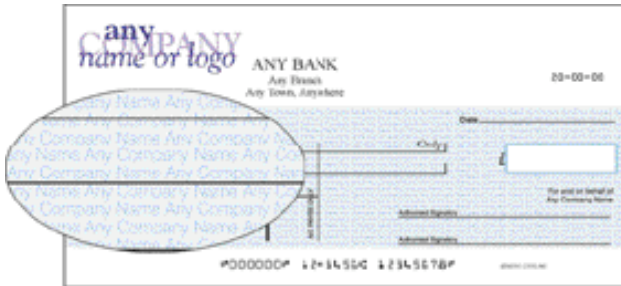
Green

## BACKGROUND DESIGNS

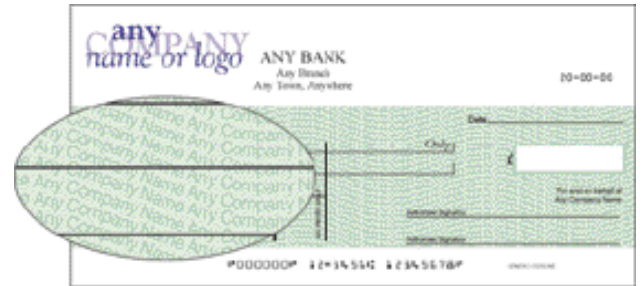
A range of background designs and colours are available and a background design can be created specifically for your company. For further information on bespoke backgrounds please call our customer service team.

## PERSONALISED BACKGROUNDS WITH YOUR COMPANY NAME

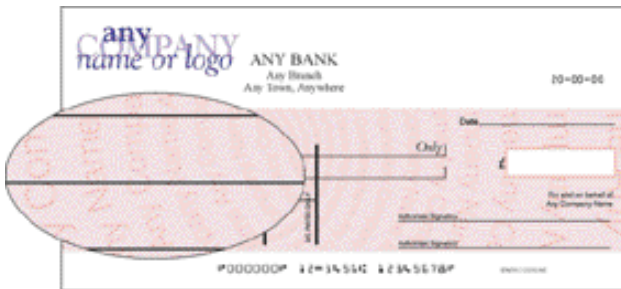
Your company name or web site address can be incorporated into the background design of your cheques. The four designs shown below are all available in all four colours:- blue, pink, buff and green.



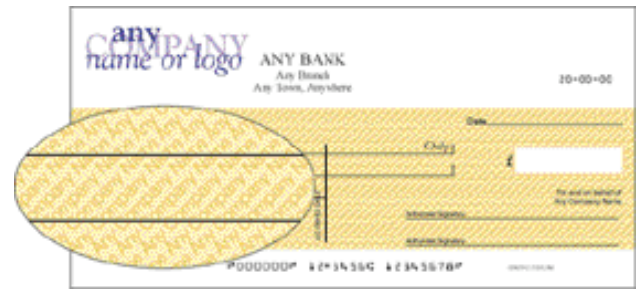
Brick



Wavy



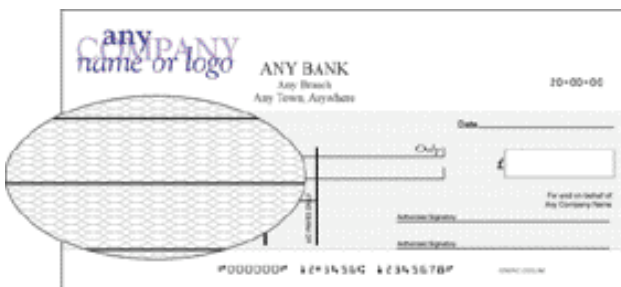
Radial



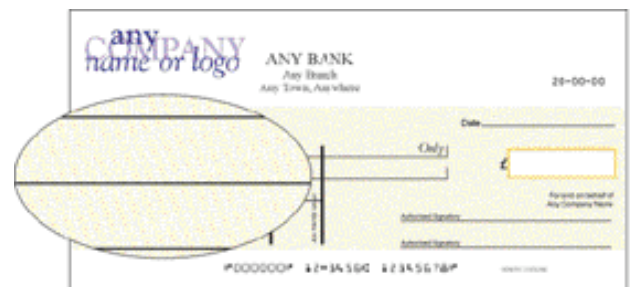
Oblique

## STANDARD BACKGROUNDS

The background designs shown below are available in blue, pink, buff and green and the wove design is also available in grey.



Wove



Braid



## SYSTEM CHEQUES

System cheques compatible with manual accounting systems such as Kalamazoo and Safeguard are available in four colours; blue, pink, green and buff and bespoke designs can also be created. These cheques can be personalised with your company logo and colours.

## BESPOKE CHEQUES

You can also have a cheque designed to be completely unique to your company incorporating your company colours and logos in the background. Alternative formats and sizes are available.

## SECURE END TO END PRINTING SERVICE

As well as printing your cheques we also offer a service to infill these on your behalf from a secure data file. These cheques can then be enclosed and mailed to the recipients. The service incorporates all your requirements, from initial designs through print, infilling and mailing.

## CHEQUE MANAGEMENT

A complete print, storage and distribution service is available with your cheque supply managed from our secure APACS accredited warehouses.

## CHEQUE AUTO-REPLENISHMENT

A complete cheque supply management solution is available through our proprietary auto-replenishment service. From receipt of a cheques issued data file we can manage your stock of cheques across a variety of locations with automatically system-generated stock replenishments.

## CHARITY CHEQUE DONATION

A cheque package can now be provided that shows your affinity to a particular charity and a donation to that charity is made through the production of your cheques.

## BANK GIRO CREDIT VOUCHERS

A range of Bank Giro Credit vouchers can be produced to suit your requirements and meet the needs of your bank. The format of the document and the codeline details can be designed to help streamline your payment processing.



Bank giro credit with counterfoil - available in single or multipart sets.



Bank giro credit with no counterfoil - available in single or multipart sets.



Bank giro credit with remittance or letter - available in single or multipart sets.

## CODELINE DETAILS AND REFERENCE NUMBERS

The codeline for your specially printed credits can be designed to suit your requirements and can include reference numbers for individual locations as well as a sequential number for reconciliation purposes. We will ensure that your codeline conforms to the required APACS and clearing bank standards.

## STATIC AND SEQUENTIAL REFERENCE NUMBERS

All credits should now include a sequential number and the reference number can be split into two parts. One part being a sequential number and the other part a static number that remains the same throughout the book. This can be used to denote specific locations and to help reconciling payments.

## CHARACTERS

The minimum number of characters for a special reference code is six. Codes with less digits than this will be prefaced by zeros. Up to a total of 18 characters can be included.

## HOW TO ORDER

Please call our customer service team.

## BUSINESS CHEQUE ORDER FORM


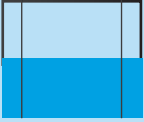
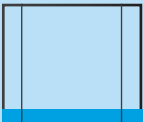

Please complete the details below and send your order along with a copy of your artwork or logo to Fontware Ltd, 25 Barnes Wallis Road, Segensworth East, Fareham, Hampshire, PO15 5TT. Alternatively call our customer service team to place your order on 01489 505075 or e-mail us at sales@fontware.com

### CONTACT DETAILS



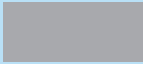
Name	<input type="text"/>		
Company Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

### CHEQUE FORMATS

#### COMPUTER STYLE CHEQUE

	<input type="checkbox"/>	Cheque only
	<input type="checkbox"/>	Cheque with 4" remittance
	<input type="checkbox"/>	Cheque with 7" remittance
	<input type="checkbox"/>	Cheque with 8" remittance
	<input type="checkbox"/>	A4 laser/inkjet cheque

#### BOOK STYLE CHEQUE






	<input type="checkbox"/>	One cheque per page
	<input type="checkbox"/>	Two cheques per page
	<input type="checkbox"/>	Your company details (max 28 characters)
		<input type="text"/>
		<input type="text"/>

### YOUR COMPANY PERSONALISATION

#### TYPESTYLE

<input type="checkbox"/>	A. Your Company Name	<input type="checkbox"/>	D. Your Company Name
<input type="checkbox"/>	B. Your Company Name	<input type="checkbox"/>	E. YOUR COMPANY NAME
<input type="checkbox"/>	C. Your Company Name	<input type="checkbox"/>	F. Your Company Name
<input type="checkbox"/>	Match the typestyle to the artwork provided		

#### PERSONALISATION COLOUR

<input type="checkbox"/>	Black	<input type="checkbox"/>	Reflex Blue	<input type="checkbox"/>	Burgundy	<input type="checkbox"/>	Warm Red	<input type="checkbox"/>	Green
									
Other colours									
Pantone reference	<input type="text"/>				Pantone reference <input type="text"/>				
Pantone reference	<input type="text"/>				Pantone reference <input type="text"/>				
Match to artwork provided	<input type="checkbox"/>								

## BUSINESS CHEQUE ORDER FORM (CONTINUED)

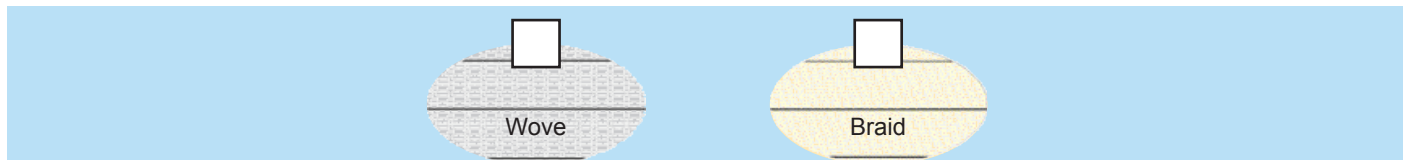
YOUR CHEQUE BACKGROUND DESIGN - CHOOSE ONE DESIGN AND ONE COLOUR

All designs are available in blue, green, pink and buff. (Actual colours may differ from those illustrated).

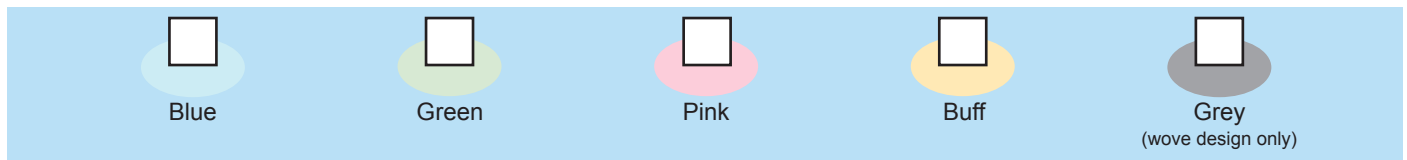
### PERSONALISED BACKGROUND



### STANDARD BACKGROUND



### BACKGROUND COLOUR



### CHEQUE NUMBERING

Bank Name	<input type="text"/>	Bank Address	<input type="text"/>
<input type="text"/>			
Sort Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Account No	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Trans Code	<input type="text"/> <input type="text"/>		
Quantity of Cheques	<input type="text"/>		
Start serial number (this is the cheque number your cheques need to start from)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
For and on behalf of. Please enter the company details for the wording underneath the amount box on your cheques			
<input type="text"/>			

### ORDER VERIFICATION

Signature	<input type="text"/>	Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Print Name	<input type="text"/>		

### About Fontware Ltd

Formed in 1987, Fontware Ltd is a UK based company supplying innovative corporate printing solutions. Our world-class software & hardware products are used each day by thousands of customers in over 50 different countries.

Our Comprehensive Offerings Include :



#### Fontware Ltd

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