

4

Check Printing/  
Logo Form

Employee Information

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

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

Enter Signature Below

If you opted for Signed , Sealed & Delivered paychecks for those not on direct deposit, please sign here:



Large rectangular box for signature.

Signature - Please sign within borders for scanning purposes - use black ink.

Starting Check Number (Choose a high number)

Small rectangular box for starting check number.

Company Check Signatures and Logo's must:

- Be emailed to [Loren.Downey@pmtworks.com](mailto:Loren.Downey@pmtworks.com)
- Be a .jpeg, .gif or .bitmap
- (Logo) Be no larger than 202 x 46 pixels (see box below)

Rectangular box for logo specifications.

NOTE:

- A onetime set-up fee of \$50.00 will apply for each of the above products.
- Additional fees apply for the shipping of checks
  - U.S. Mail - \$5.00 per package shipped
  - Commercial Overnight - \$25.00 per package shipped
  - Residential Overnight - \$30.00 per package shipped