

BUSINESS BANKING

VIRGIN MONEY SPECIAL CHEQUES AND CREDITS SERVICE

21 June 2021

Enhance Your Company Image With Personalised Cheques



TALL Security Print Limited
A Member of The TALL Group of Companies

MONEY 

Personalising your business cheques and credits

The cheques you use say as much about your business as your company letterhead and the choices are just as varied. Within Virgin Money and C&CCC guidelines your cheques can be designed to incorporate your company colours, type styles and your company logo.

This guide describes the options your business has to incorporate these features on its cheques and credits.

In addition, you can include unique reference codes on your credits to reduce the time taken reconciling incoming payments.

We are able to offer specialist printing, computer software support and a high level of customer service through our Special Cheque and Credit Service, which is operated by TALL Security Print Ltd, a Member of the TALL Group of Companies, a specialist print provider, who in line with cheque printing regulations are accredited by C&CCC (Cheque & Credit Clearing Company, Part of pay.UK).



All cheques conform to the prevailing technical and security standards to protect against fraud as you can see from the illustration below: -

Ultra violet
Feature incorporated in cheque background for security and as protection from colour copying

The Paper
Cheques only printed on CBS1 - C&CCC specified paper

Background
This area includes all C&CCC security features leaving more free area for business identity

Date
If printed in restraint area can only appear 64mm from bottom reference edge of the voucher and 5mm from the vertical edge

The amount box
Must be clearly visible to the human eye and within the print contrast levels required for image processing

Security features
Including solvent sensitive and aquafuge inks, printed with designs which can be neither amended nor copied

Form size
Maximum length 81/4" (210mm) x height 4" (102mm)
Minimum length 61/8" (156mm) x height 2 7/8" (73mm)

Image Survivable Features (ISFs)
Optional ISFs to suit type of cheque

The illustration shows a sample cheque from 'ANY BANK' with various fields and security markings. Callouts point to specific features: 'Ultra violet' points to the background; 'The Paper' points to the paper texture; 'Background' points to the overall design; 'Date' points to the date field; 'The amount box' points to the box for the amount; 'Security features' points to the bottom of the cheque; 'Form size' points to the dimensions of the cheque; and 'Image Survivable Features (ISFs)' points to the MICR line at the bottom.

Service commitment

Placing orders is very convenient. Simply use this guide to decide what design you want and then place your order either by telephone or e-mail as per the details on the final page of this guide.

Alternatively, visit our secure special web page at:

<https://tallgroup.co.uk/virginmoney-special-cheque-credit-service/>

Please note: You will require a Username and Password to access this page. Contact either your Relationship manager or the Customer Service Team at TALL Security Print for more information.

TALL aim to produce your order within seven to ten working days.

How to use this guide

All you have to do is follow these simple steps using the illustrations of various cheque formats and colours listed in this guide: -

- Select the cheque format – book or computer – that you require
- Select the style and colour of the background
- Select the typeface and colour for your personalised details
- If it is your first order, send a voided sample of your current cheques and any artwork, for example your business letterhead, to the address shown below
- Special bank giro credit vouchers details can be found on pages 5 & 6

For more information contact: -

Virgin Money Special Cheque Service

TALL Security Print Limited, FREEPOST NWW5158, Runcorn, Cheshire, WA7 1ZY

Telephone: **01928 579200** Fax: 01928 579 294 Email: virginmoney@tallgroup.co.uk

Book style corporate cheque formats

If you hand write your cheques, the cheque book style format is the right choice. These are available in four book styles

Four-to-view cheque book (TVMCB-4)



Four 4" x 10 3/4" cheque plus 3" counterfoil
4 per page 200 cheques per book

Three-to-view cheque book (TVMCB-3)



Three 4" x 10 3/4" cheque plus 3" counterfoil
3 per page 150 cheques per book

Two-to-view cheque book (TVMCB-2)



Two 4" x 10 3/4" cheque plus 3" counterfoil
2 per page 100 cheques per book

One-to-view cheque book (TVMCB-1)



4" x 10 3/4" cheque plus 3" counterfoil
1 per page 50 cheques per book

Continuous or Computer Cheques

Computer cheques are the right choice if you write a significant number of cheques or you already use automated software with cheque writing capabilities.

- If you use a dot matrix printer, you should specify continuous cheques.
- If you use laser or inkjet printers and your software supports loose sheet cheques, you should specify the A4 laser cheque format.

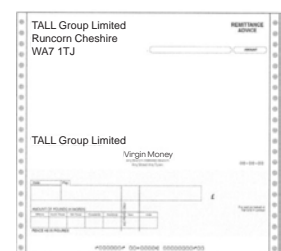
If you want to ensure that the output from your accountancy software conforms with the latest C&CCC Standards, TALL have researched over 300 different accountancy software packages and can help match your requirements.

TALL can also help you to set up your computer cheques even if you are installing new software.

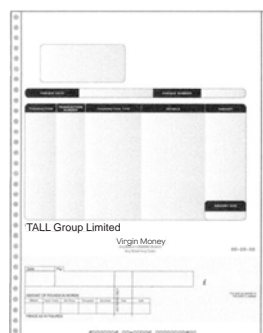
TVMCC-1 (4" x 9")



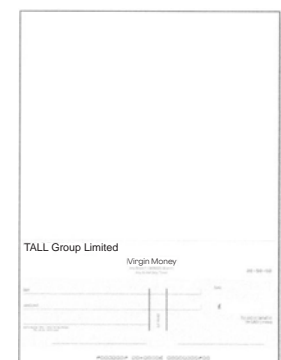
TVMCC-2 (8" x 9")



TVMCC-3 (12" x 9")



TVMCC-4 (A4 sheet)



Design options

We offer a variety of designs to suit your company image.

The standard offering that you will be able to select from:

- Three different colour backgrounds
- Text and logo in black
- Six set typefaces listed below

We can also help you match your existing cheques if they have been specially designed for your business - please send us a specimen. Any other variations may be subject to additional costs, please contact us.

Business logos, cheque colours and typefaces



Business or Company Logo




Your logo can be used in the design of your cheques.

All you have to send TALL is artwork for your logo or a clean sample of your stationery (please be careful not to staple or crease through your logo). TALL can use almost any PC or Mac compatible file format such as a TIF or a JPEG.

If you are not sure about the format of your files, simply call our Customer Service Team on **01928 579200** for further information.

Background design colour

You can choose from these three background colours as standard:

Pink	(TVMB-1)	
Blue	(TVMB-2)	
Green	(TVMB-3)	

Please contact us if you need other colours, although note that these will be available at extra cost. (TVMBSC-4)

Background colours may not reproduce exactly as above.

Designs are shown as examples only.



Type style

There are six standard type styles available are shown below for you to choose from.

Company Name - (Helvetica Regular)	(TTS-1)
Company Name - (Avant Garde Gothic)	(TTS-2)
Company Name - (Serifa Roman)	(TTS-3)
Company Name - (ITC Novarese)	(TTS-4)
Company Name - (Times Regular)	(TTS-5)
Company Name - (VAG Rounded)	(TTS-6)

We can produce your cheques with any other type style you specify at extra cost. (TTSS-7)

Text and logo colour

The text and your logo would normally be printed as Black as standard.

Black (TTC-1) 

For the colour of your logo and all text and linework on your cheques, a range of standard colours are also shown below. Any variations may be subject to additional costs. Please contact us for more details.

Reflex Blue (TTC-2) 

Burgundy (TTC-3) 

Warm Red (TTC-4) 

Green (TTC-5) 

Your cheques can also be produced using any other colour(s) you specify (within C&CCC guidelines). Please attach a colour sample or supply a pantone reference. (TTSC-6)

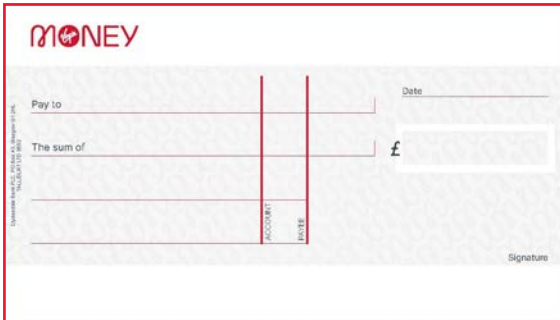
Background Designs

When ordering your cheques you can arrange for these to be:

- **Standard (TVMSC-1)** - these cheques enable you to have your company name and logo on one of the Virgin Money standard backgrounds
- **Custom (TVMCCD-1)** - the cheque background includes your company name as the security background
- **Custom Plus (TVMCP-1 & TVMCP2)** - these cheques enable you to benefit from additional security features which offer maximum protection against fraud
- **Bespoke (TVMBSC-1)** - cheques based on your own unique design

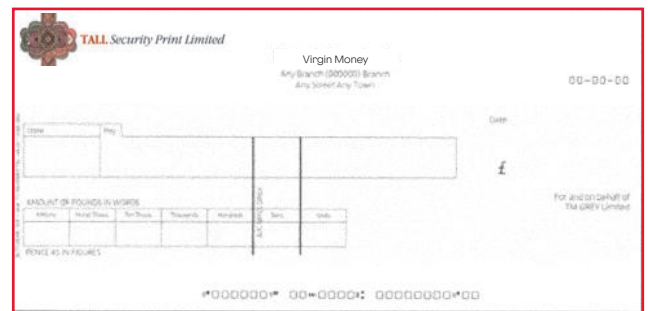
TVMSC-1

Standard Cheque Design



TVMCCD-1

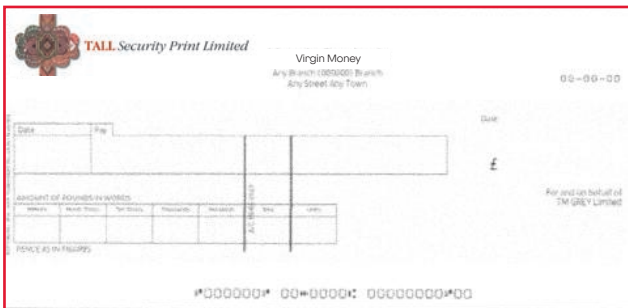
Custom cheque design



Please note that the word layouts shown here are standard for cheque books. Standard computer layouts will differ.

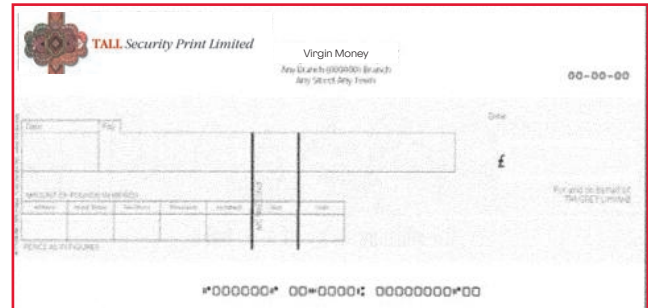
TVMCP-1

Custom plus designs



TVMCP-2

Custom plus designs



CP101 and CP102 are available in A4 sheeted format only

TVMBSC-1

Bespoke cheque design

We can help you to match your existing cheque designs if you have had these specifically designed for your business.

Simply send a voided sample to: -

Virgin Money Special Cheque Service
TALL Security Print Limited
FREEPOST NWW5158
RUNCORN
Cheshire WA7 1ZY

This bespoke custom cheque design may be subject to additional costs.

Special Bank Giro Credit Book Service

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.

Your credit books are available in a range of formats - single, duplicate and triplicate.

They can have :

- No counterfoil
- A single counterfoil (also available in a large size)
- Two counterfoils

All books contains 50 credits. The minimum order is 10 books, but please contact us if you need to order a smaller quantity.

The four types of credits shown here cover the most popular styles, but any format and style (within C&CCC guidelines) can be produced.

TVMBG-1

TVMBG-4

TVMBG-2

TVMBG-3

TVMBG-5

If you are already using special credit books and want to continue with the design, please let us know and send us a specimen voucher with your order and quote reference TVMBG-5.

Special Bank Giro Credit Book Service Information

The pre-encoded credits with a set of reference characters can reduce the time spent reconciling incoming payments, because credits can be uniquely identified.

Customers with a large number of personal or business accounts can highlight examples of late or non-payment, which can help to improve cash flow.

Customers with multiple sales points can also identify each location's payments and reconcile them with their bank account.

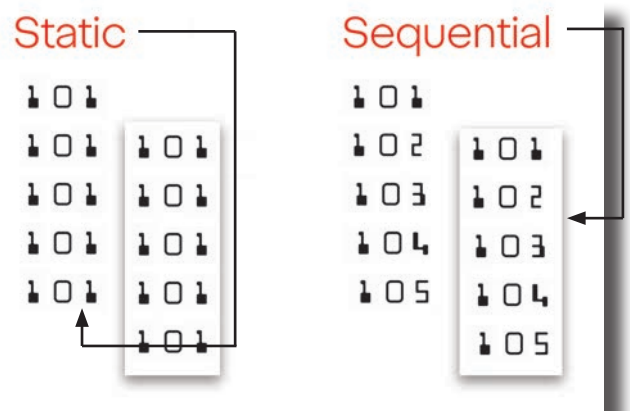
Codeline details and reference codes

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 C&CCC 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. The static and sequential numbers can comprise either 3 or 4 digits to denote specific sites or customers. For multiple sites, or code variations, a spreadsheet should be provided along with the special bank giro credit book order form to highlight the required code variations.



Please speak to our Customer Service Team on 01928 579200 for further information.

Static and sequential reference elements combined into a single code are the bank's preferred option. It combines the ability to highlight accounting periods, multiple sites, as mentioned above, and individual major customers with the facility to identify each credit and thus aid reconciliation. The ability to identify individual credits also assists processing through the Bank's automated transaction processing system.

Number of characters

The normal minimum number of characters for a special reference code is six, which can be included in standard credits. Codes with less digits than this will be prefaced by zeros. Up to a total of 18 characters can be included, however, when in excess of 8 characters then the normal type of character provided will be OCR and this may involve producing an oversize credit.

Type of Characters (MICR and OCR)

The information provided in the codeline will be printed normally in Magnetic Ink Character Recognition (MICR) E-13B characters. This is the type font which is used on cheque books. Where more information is required in the reference field or alpha characters are required then it will be necessary to utilise an Optical Character Recognition font OCR-B1. The reference field can include any combination of alphabetic or numeric characters but should not include the letters O,B,I,Q,U, the special characters -,.,[,] or any spaces as these could be confused with other characters used in the clearing process.



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MONEY

Special Cheque & Credit Service
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