# New Special Cheque Order Form

Please transmit securely
Either email this form to virginmoney@tallgroup.co.uk
or send to the postal address shown and keep a copy for your file

TALL Security Print Ltd
Pembroke Court, Manor Park,
Runcorn, Cheshire WA7 1TJ
Telephone: 01928 579200
Fax: 01928 579 294

## Customer Name & Address

Company Name:
Address:

Postcode:

## Branch Title & Address

Branch Title:
Address:

Postcode:

Contact Name:
Tel:
Fax:

Relationship Manager Name:
Tel:
Email:

Deliver to: CUSTOMER ☐ BRANCH ☐

Are the cheques?: NEW ☐ REVISED ☐

## A: CUSTOMER PERSONALISATION

Business Name & Address to appear on cheque:

B: Account Name:

C: Signature Designations:
(If NONE - State NONE)
At Left: ☐ At Right: ☐

D: Crossing Details: Open ☐ A/C Payee ☐ Other

## Special Instructions:

## E: Code Line Details:

Start Serial Number | Banking Sorting Code | Account Number | TRS Code

## F: Cheque Books or Pads

Format (please tick one)

☐ 1 to view (50 cheques per book)
☐ 2 to view (100 cheques per book)
☐ 3 to view (150 cheques per book)
☐ 4 to view (200 cheques per book)

No of Cheque Books required:

## G: A4 Laser Computer Cheques

With Remittance ☐ Cheque at Foot ☐ 3 to View ☐

Total Quantity of Cheques:

## H: Continuous Style (Computer) Cheques

Overall size (including sprocket margins) ☐ H (Inches) X ☐ W (Inches)

Total Quantity of Cheques:

No. of Self Copies: ☐ Duplicate ☐ Triplicate

Self Copy Style: ☐ Printed ☐ Plain

## I: Design and Colours

Specimen Style Ref:
Text / Logo Colour:
Type Style Number:
Background Design Colour:

## J: Enclosures

(Please indicate by ticking relevant boxes any enclosures you have supplied)

Artwork ☐ Sample Cheque ☐ Company Symbol ☐ Colour Sample ☐ Disk ☐

## K: Cost Code - Bank Use Only

Virgin Money Cost Code:
(Can be obtained from Virgin Money)

## L: Cheque Serial No.

Cheque Serial Start Number:

## M: RM / Bank Authorisation

I, the undersigned, authorise the ongoing Bank funded costs for this client and confirm that all details are correct.

Signature:

Date:

## N: Customer Authorisation

Signature:

Date: