



201 S. Gregory Drive
Newton, IL 62448

Company Name

Company Address

Phone Number

Fax Number

Total Printing Systems has recently added a new service to our Accounting Department that allows us to create a check for our customers, to be deposited into our bank account as if it were a check mailed to us.

To utilize this service, please complete company information, sign the form below, and fax the form and your check completely filled out back to the accounting department at (618-783-8407). Upon receipt of the information, the check will be recreated and a copy will be returned to you by fax. Please keep your original check for your files, **BUT DO NOT MAIL IT TO US.**

I authorize Total Printing Systems to create a check per the fax copy received, and deposit it into their account in payment of invoices open on our account or as advance payment on a new job.

Authorized Signature

Print Name

Date

Thank you for utilizing our service.

Phone: 618-783-2978 • Fax: 618-783-8407 • www.tps1.com