



Payroll People Inc.
Business Services
www.payrollpeople.com

Check Creation Form

Name and Address to print on check:

(A voided business CHECK or completed MICR SPEC must be attached – circle which one. Make any necessary changes on voided check.)

Name: _____

Address: _____

City and Zip Code: _____

Logo attached for customization.

Required Date: _____

Begin Number Sequence With: _____



Signature Sample

PPI will digitally scan your signature to sign your company's checks, such as:

1. Signature must be signed in **BLACK** ink. (Any other color reduces signature quality.)
2. For best results, use a fine **BALL POINT PEN**. (**DO NOT** use a felt-tipped pen.)
3. If one signature is used, sign in the middle of **EACH** box.
If two signatures are used, **sign both names, one above the other**, in **EACH** box.
4. A signature **CANNOT be made larger** than the box. The box represents the entire signature space on the check.
5. Charge for digitizing signatures and logos:

<input type="checkbox"/> One Signature	\$25.00
<input type="checkbox"/> Two Signatures	\$30.00
<input type="checkbox"/> Custom Logo	\$15.00

Wait, be sure you have a **BLACK** pen in your hand.

