

**Blackbaud
Accounting
Invoice Order Form**



New Order Reorder

Contact Information

Ordering Contact:		Phone:
Fax (Required!):	Email:	


Blackbaud Invoice Information

Name:	
Address 1:	
Address 2:	
City, State, Zip:	Phone:

Miscellaneous Information

Print Company Logo on check: Yes or No (Additional \$25, one time fee)
(Specifications: Black & White PCX file, 300 dpi)

Special Instructions:

Qty	Blackbaud  Invoices		Double Window Envelopes		Samples
	FREE	Order	Standard	Self-Seal	
Sample	FREE	<input type="checkbox"/>	FREE	FREE	If you are only ordering samples its not necessary to fill out the payment information on page 2.
250	\$40.00	<input type="checkbox"/>	N/A	N/A	Shipping <input type="checkbox"/> Ground <input type="checkbox"/> UPS 2 Day Air <input type="checkbox"/> UPS 1 Day Air Shipping billed at FedEx published rates
500	\$60.00	<input type="checkbox"/>	\$20.00	N/A	
1,000	\$80.00	<input type="checkbox"/>	\$40.00	\$65.00	
2,000	\$140.00	<input type="checkbox"/>	\$80.00	\$130.00	
3,000	\$210.00	<input type="checkbox"/>	\$120.00	\$195.00	
5,000+	\$350.00	<input type="checkbox"/>	\$200.00	\$325.00	
					Your Order
					Total \$ Amount

Payment Information

(Samples only do not require payment information)

Payment: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Bill My Account	
Credit Card #:	Expiration Date:
<input type="checkbox"/> Credit Card Billing Address is the same as on the check (otherwise complete address below)	
Billing Name:	
Billing Address 1:	
Billing Address 2:	
Billing City, State, Zip:	
Signature: X	
Additional Instructions:	Send Proof Via: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> U.S. Mail

If you are printing a check
Tape a check here
(From the account we are printing the check from)

If you are printing a deposit slip
If the deposit information is different than your check
attach a copy of your deposit slip as well.

Directions:

1. Print out this page.
2. Fill out the form below *exactly* like you want your checks printed.
3. If you wish for only a sample, simply write SAMPLE in the billing section.
4. Tape a check from the account we are printing from in the area provided.
5. Fax your order to 404-351-0911 or 800-871-3305, or call 404-351-2700 or 800-722-2804.
6. Your order will be processed within 24 hours, we will then fax a proof and once your proof is approved, the order will ship in 1-2 business days.
7. Order will be shipped to the address on the check, unless otherwise specified.

Fax to 800-871-3305 or 404-351-0911

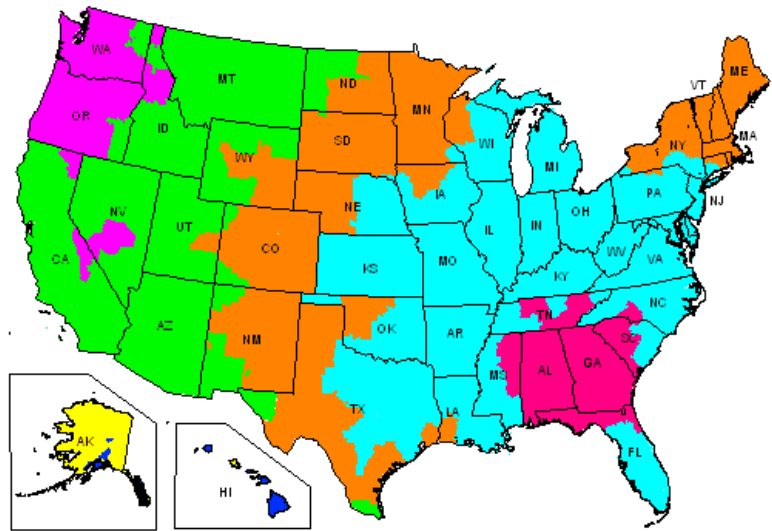
Check Paper Ground Shipping Rates



FedEx Ground Rates - Check Paper		Letter (8.5" x 11")			
Zone	State	500 7 lbs	1,000 13 lbs	2,000 26 lbs	2,500 32 lbs
1	GA	6.64	7.91	10.13	11.33
2	AR, LA, MS, IL, IN, WV, VA, NC, DC, MD, TN, FL, AL, SC, KY	7.85	8.68	12.58	14.82
3	VT, NY, PA, OH, NJ, CT, RI, MA, DE, TX, OK, KS, NE, MN, WI, MO, MI, IA	8.32	9.39	14.78	17.48
4	NM, CO, WY, SD, ND, ME, NH	8.69	10.73	18.69	22.38
5	NV, AZ, UT, MT	9.18	12.83	21.82	25.89
6	CA, OR, WA, ID	9.96	14.37	25.58	30.88
7	AK, HI	Call for quote.			

How Long Will It Take?

Allow 48 hours after approval for your checks to ship, then add transit time.



1 Day 2 Days 3 Days 4 Days 5 Days 6 Days 7+ Days