



To order laser checks for NextGen, please use our Online Store. The checks you purchase here are certified and compatible with our application. The laser printer used must also be compatible. If you are unsure about your hardware, please call or email me (see bottom).

Website Address

store.mcaleersolutions.com

Directions

1. Complete each field on the form. If you are ordering AP checks, please ignore the “Payroll Direct Deposit Notification” section.
2. Fax a copy of your current check to 251-666-0056, as this is required to process the order. Please make manual changes on the check copy if any existing information has changed (bank name, phone number, address, etc).
3. Verify you received an order confirmation. It will go to the email address listed on the form.

Shipping – Regular Ground

Regular shipping gets the checks to you in 2 weeks.

Shipping – RUSH Service

A rush shipping option is available, which gets 250 checks to you 3-4 days. The remaining balance arrives in 1-2 weeks via regular ground (this arrangement saves greatly on overnight shipping fees). A flat-rate \$40 fee is charged for this service, which comes from the factory that produces the checks. Overnight shipping fees & ground shipping fees will apply.

To use the **RUSH** option, indicate in the words “RUSH ORDER” in the “Comments” section located at the bottom of the form.

Additional Information:

“Sort Order” field - this field determines how your box of checks is sorted (low number on top or bottom). If you are unsure, please use this simple test to determine the correct order:

- Mark an “X” on the top sheet of paper in your laser printer tray.
- Print any single page document.
- If the “X” is on the print side: select “regular-ascending” on the form.
- If the “X” is on the non-print side: select “reverse-descending” on the form.

Thanks for using CSI-McAleer to meet your check form needs. If you have questions, please contact Tom directly at 419-318-4814 or via email at tboerst@csioutfitters.com