

Settlement CHECKS Unlimited

For All New Orders:

Step 1: Complete the EZ Order Form with the information you would like on the check including your bank information. Please note that your order will ship to the address on the check unless you provide us with a different delivery address. We cannot deliver to a P.O Box so make sure to include a shipping address in this case.

Step 2: If you have a sample check from your bank, please include this with your order. If you do not have a sample check, please ask your bank for a specification sheet. This will help us ensure we have the formatting exactly the way your bank requires.

Step 3: E-mail your EZ Order Form and sample check or specifications sheet to sales.scu@outlook.com, fax them to 1-888-483-3277, or submit them to the contact us page on the website.

Step 4: For all new orders, you will receive a draft for your review within one business day. Please return this draft to us with any changes marked so we can complete your order!

Step 5: When we receive your approved draft, we will process your order and charge your credit card. You will receive a confirmation and paid invoice for your records.

Step 6: If you have any questions about your order, please don't hesitate to contact us at 1-800-503-7949.

For All Reorders:

Step 1: You will receive a reorder form in your last box of checks. Mark any changes for your reorder on the form and provide your contact information and payment information.

Step 2: E-mail your reorder form to sales.scu@outlook.com, fax it to 1-888-483-3277, or submit it to the contact us page on the website. You will receive a confirmation and invoice from us within one business day. Typical time to receive your order is 5-7 business days. Please order as soon as possible before you run out to avoid rush charges! If you do find yourself in need of a rush, please include the date that you need your checks so we can recommend the most cost effective rush to get your checks to you when you need them!

Step 3: If you do not receive a confirmation within one business day or if you have any questions, please give us a call at 1-800-503-7949!