

ACH Electronic Check (eCheck) Authorization Form

I authorize Specialty Graphics Supply Inc. to use my(our) faxed check as payment for an order placed either through www.Specialty-Graphics.com or by phone. I understand that the draft will be entered into the ACH banking system as an Electronic Check (eCheck) and debited the same day from my(our) checking account. I certify that I(we) presently have adequate funds available to process this draft. I also agree to have my(our) checking account debited for a returned check fee of \$25.00 in the event that the eCheck is returned to us as unpaid.

Printed Name

Company Name (If Applicable)

Authorized Signature

Date

Please make your check payable to "Specialty Graphics Supply Inc." and complete it *as if* you were going to actually mail the check or hand it to us in person. Please make sure that the bank routing number and account number are clear and not written over. Please tape the signed check in the area provided below or to a separate page.

**Fax the completed form and signed check to 1-866-640-1090 or
scan and email it to "sgsinfo@specialty-graphics.com"
Please do not mail or void the check. Keep the check for your records only.**

Check Hold Times:

Repeat Customers: There is no hold time for repeat customers that have placed at least two orders with us within the last year. Orders will be shipped the same day.

New Customers or Orders over \$1000.00: There is a 3-5 business day hold time to allow for eCheck clearance.

(Tape your completed check here or to a separate page)

Specialty Graphics Supply Inc.

1092 Carolina Drive, Unit 5, West Chicago, Illinois 60185 Tel. (888) 330-6172 Fax (866)-640-1090