



The
Stevens
Group

A SINGLE
SOURCE
SOLUTION

FOR YOUR PRINT AND
MARKETING NEEDS

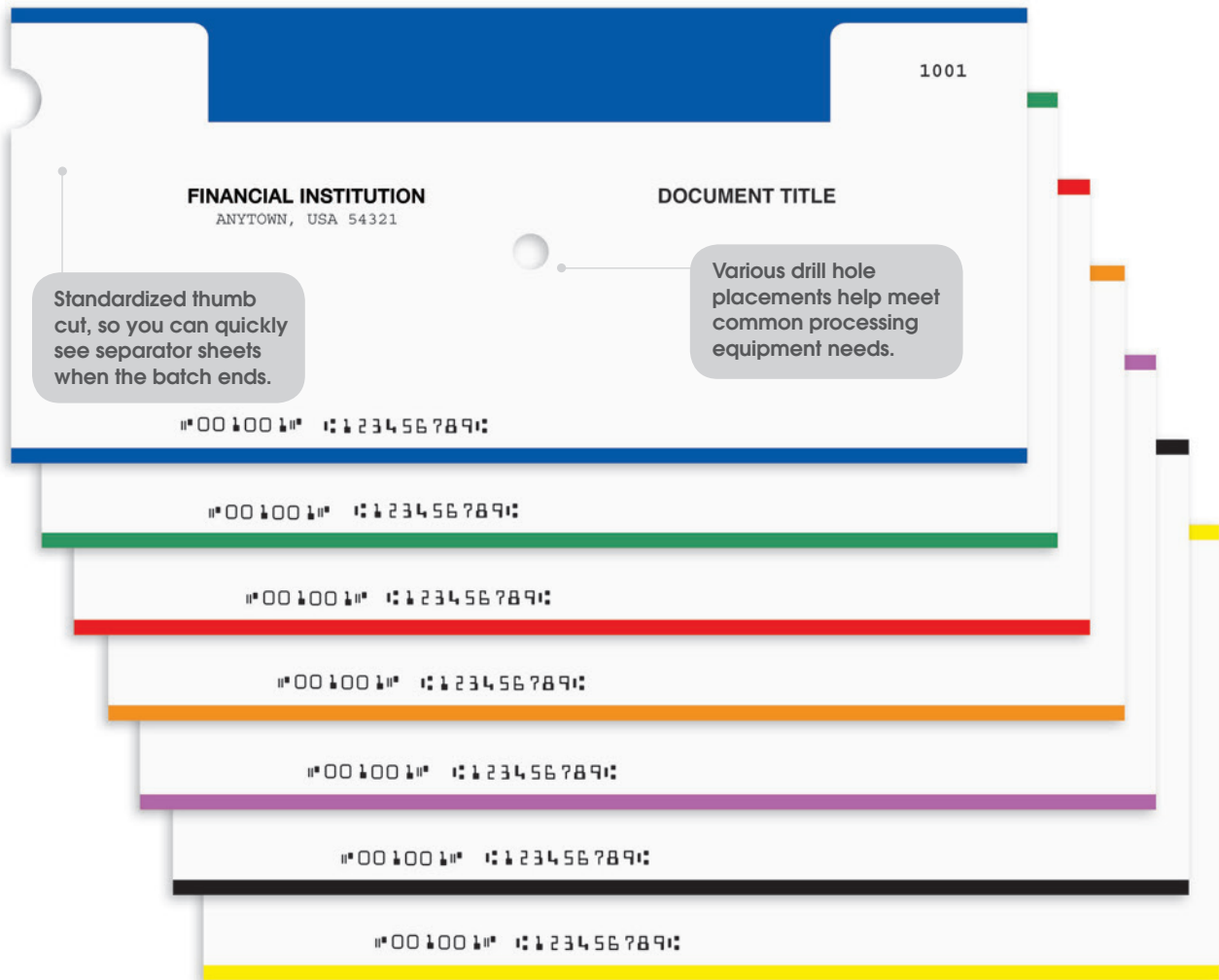
Miscellaneous Processing Products

WWW.STEVENSGROUPWEB.COM

Tel: 331-209-2100

188 Industrial Drive, Suite 428, Elmhurst, IL 60126

Standard Process Control Documents



PCD-1

SPECIALIZED EQUIPMENT & ENHANCED MICR NUMBERING CAPABILITIES

Size: 3¾" x 8½"

Border Colors: Blue, Green, Red, Orange, Purple, Black, Yellow

Parts: Single-Part Forms

Paper: 24# MICR Bond

Minimum Order: 1,000

Standard Thumbcut: ½" thumb cut
3" from bottom
8¾" from right

Standard Drill Hole Placements:

Standard ¼" diameter,
3¾" on center from right,
1¾" from bottom **or**
2¼" from bottom

Available with custom drill
hole placements

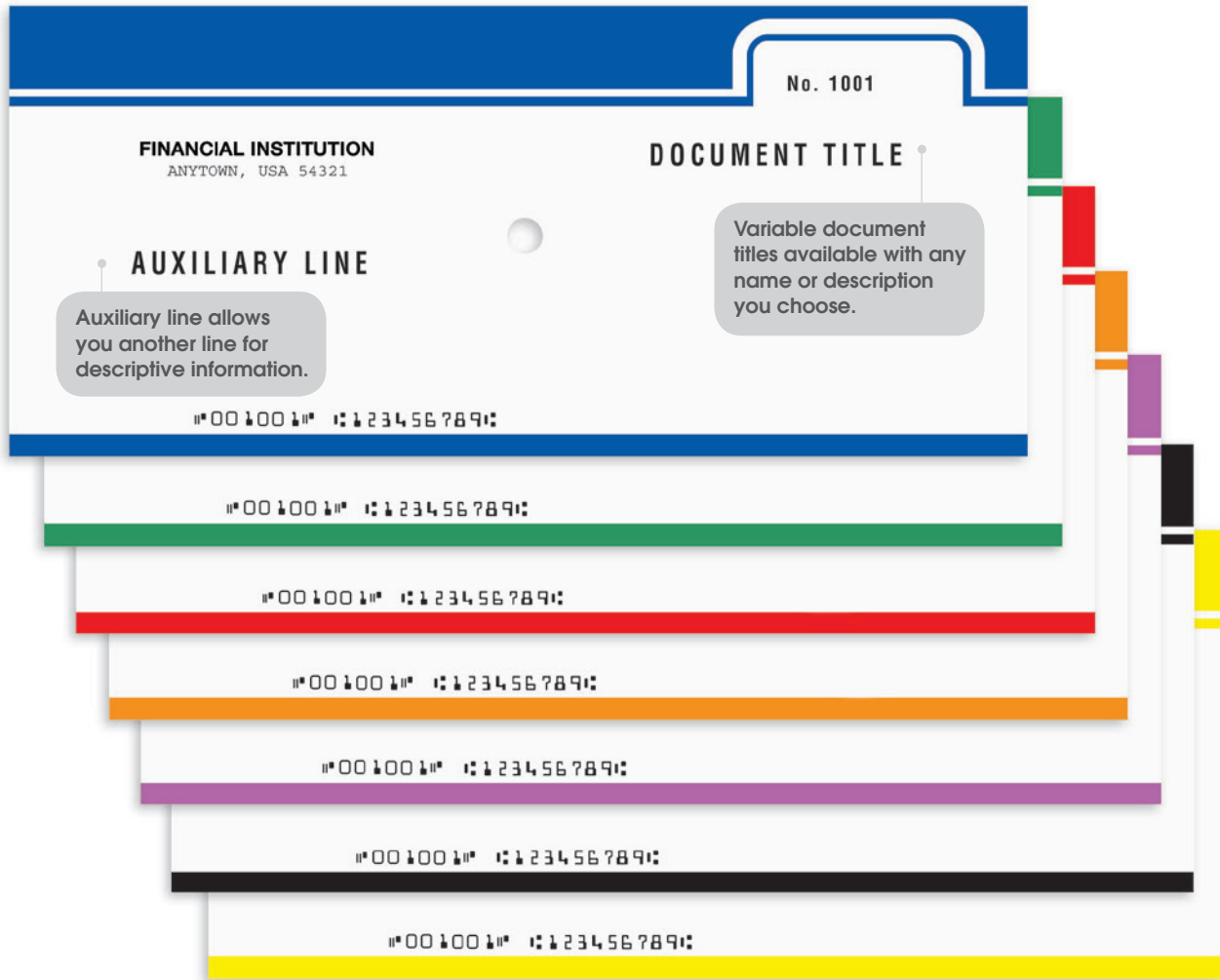
Variable Information:

- Financial Institution's Imprint
- Static MICR Codeline
- Document Title

Numbering Capabilities:

- Resets
- Arabic Consecutive Numbering
- MICR Consecutive Numbering
- Book & Page Numbering
- Hold & Repeat Numbering
- Other Special Numbering Requirements

Standard Process Control Documents



PCD-2

Size: 3¾" x 8½"

Border Colors: Blue, Green, Red, Orange, Purple, Black, Yellow

Parts: Single-Part Forms

Paper: 24# MICR Bond

Minimum Order: 1,000

Standard Drill Hole Placements: Standard ⅜" diameter, 2⅜" from bottom, centered left and right

Variable Information:

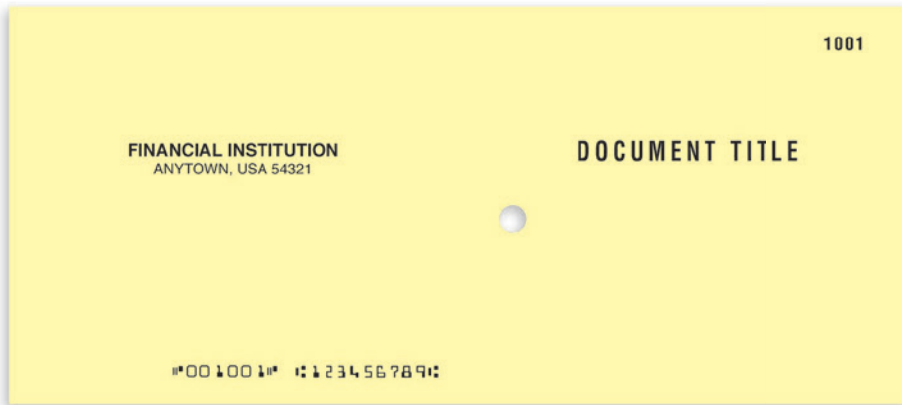
- Financial Institution's Imprint
- Static MICR Codeline
- Document Title
- Auxiliary Line Available

Numbering Capabilities:

- Resets
- Arabic Consecutive Numbering
- MICR Consecutive Numbering
- Book & Page Numbering
- Hold & Repeat Numbering
- Other Special Numbering Requirements

**QUALITY
PRODUCTS
& GUARANTEED
READABILITY**

Standard Process Control Documents



PCD-4

**WE CAN ALSO
SUPPLY CUSTOMIZED
DOCUMENTS
AS NEEDED**

Size: 3¾" x 8½"

Colors: White, Pink, Blue, Green or Canary

Parts: Single-Part Forms

Paper: 24# MICR Bond

Minimum Order: 1,000

Standard Drill Hole Placements:

Standard ¼" diameter, 3¾" on center from right, 1¾" from bottom **or** 2¼" from bottom

Available with custom drill hole placements

Variable Information:

- Financial Institution's Imprint
- Static MICR Codeline
- Document Title

Numbering Capabilities:

- Resets
- Arabic Consecutive Numbering
- MICR Consecutive Numbering
- Book & Page Numbering
- Hold & Repeat Numbering
- Other Special Numbering Requirements

Document Carriers

Translucent back for efficient visual analysis, microfilming or image capture of the enclosed document.

Non-static plastic front for sharp clear image.

24# MICR bond strip for dependable MICR encoding.



804824 (Non-sealable/Non-encoded)
Color & Paper: Canary Bond Strip

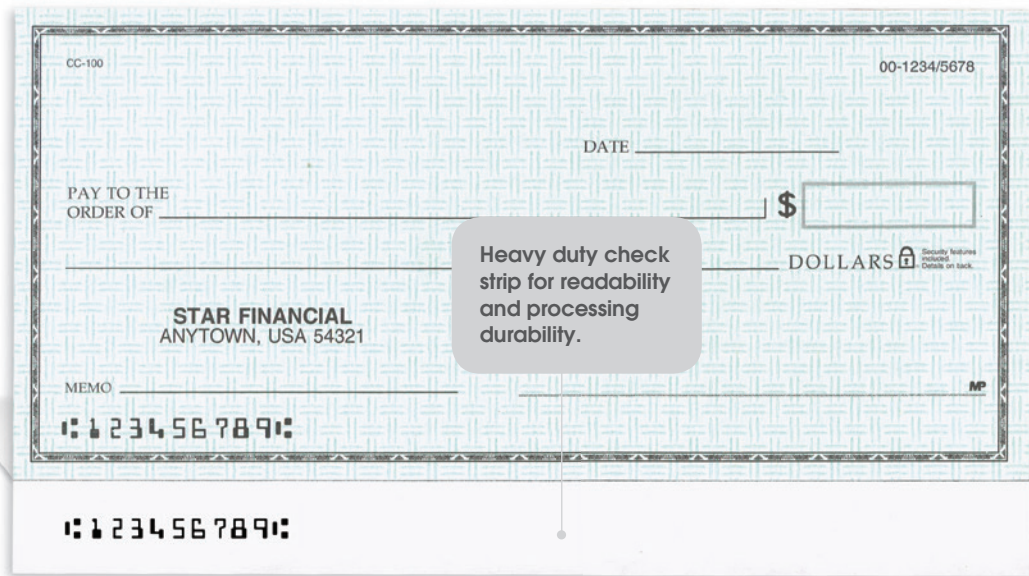
**LOW MINIMUM QUANTITIES
TO REDUCE SPACE
& COST OF INVENTORY**

Size: 4" x 9"

Minimum Order: 1,000

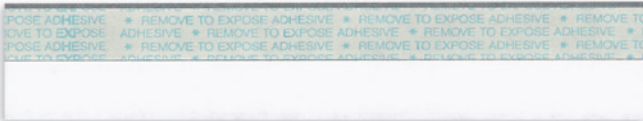
Normal & Economy Order: Multiples of 1,000

Although the Federal Reserve System requires the number 2 to be printed in position 44 in the MICR line, we do not guarantee the readability of this character when preprinted by us, due to potential alignment problems with characters post-encoded at the bank or processing center.



Translucent adhesive strip to allow for scanning, microfilming and endorsements.

Heavy duty check strip for readability and processing durability.



CST-600
Size: 1 1/8" x 6"



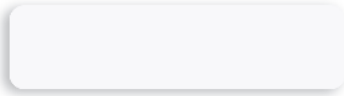
CST-7316
Size: 1 1/8" x 7 3/16"

Size:	Shown by Check Strip	Minimum Order:	2,000
Color:	White (Translucent Adhesive Strip)	Packaging:	2,000 per box

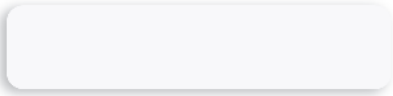
**WAREHOUSED
PRODUCT FOR
QUICK RELEASE**

Correction Labels

Replace incorrect or damaged MICR codelines with these sure-stick, pressure sensitive correction labels, utilizing special smudge-proof stock with smooth surfaces for maximum codeline quality and minimal reject rates.



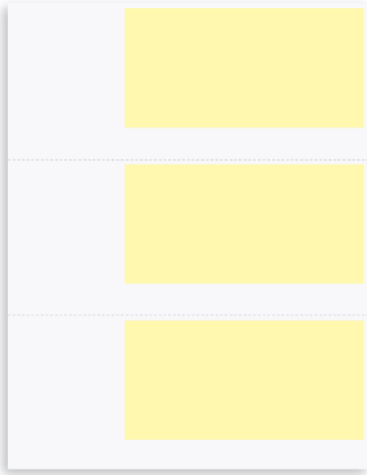
468006 (Foil back)
468009 (8 mil thick foil back)
Size: 1 3/4" x 7/16"
For routing and transit or On-Us fields (Also, amount fields with careful positioning)
Actual size shown



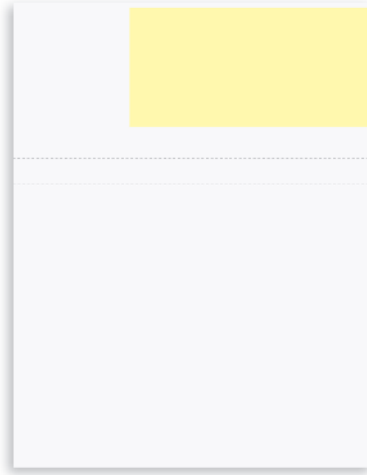
468007 (Foil back)
Size: 2" x 7/16"
For amount field when positioning is tight with On-Us field programs (Also, other fields with careful positioning)
Actual size shown

Color:	White
Parts:	Continuous, packed in dispenser cartons of 1,000 each
Minimum Order:	6,000 per style

Substitute Check Stock



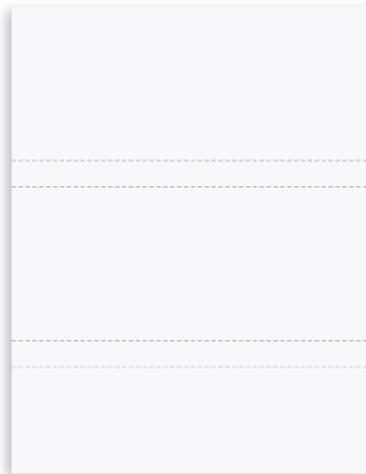
SCS-100
 Forward Collection
 Sheet Size: 8 1/2" x 11" 3-up
 Substitute Check Size: 8 1/2" x 3 2/3"



SCS-201
 Return Item
 Sheet Size: 8 1/2" x 11" 1-up
 Substitute Check Size: 8 1/2" x 4 1/4"



SCS-202
 Return Item
 Sheet Size: 8 1/2" x 11" 2-up
 Substitute Check Size: 8 1/2" x 4 1/4"



SCS-202B
 Blank Return Item
 Sheet Size: 8 1/2" x 11" 2-up
 Substitute Check Size: 8 1/2" x 4 1/4"



SCS-203
 Return Item
 Sheet Size: 8 1/2" x 14" 3-up
 Substitute Check Size: 8 1/2" x 4 1/4"

**GUARANTEED TO MEET
 ANSI X9.9
 STANDARDS**

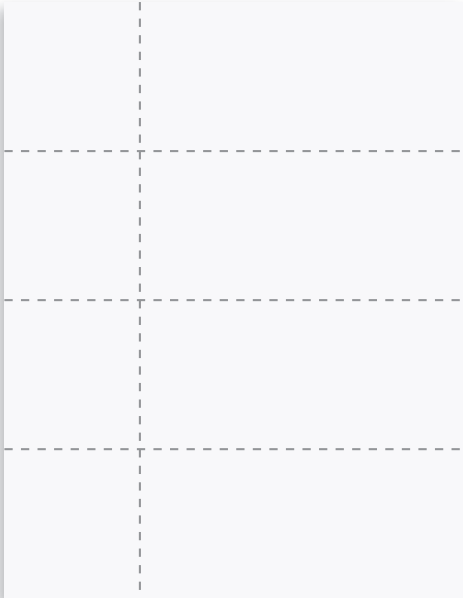
Size: Shown by Each Document

Color: White MICR Bond

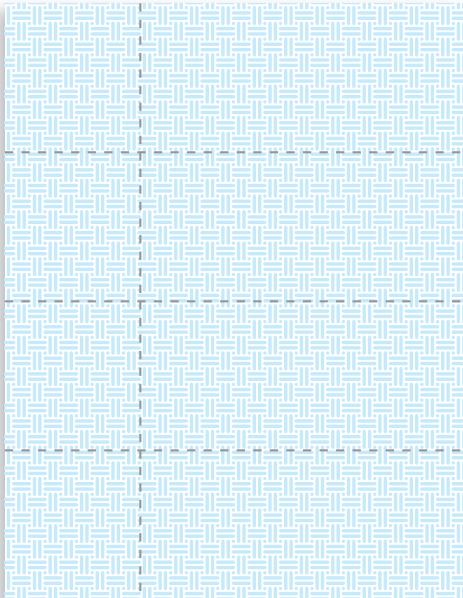
Parts: Single Part

Minimum Order: 500

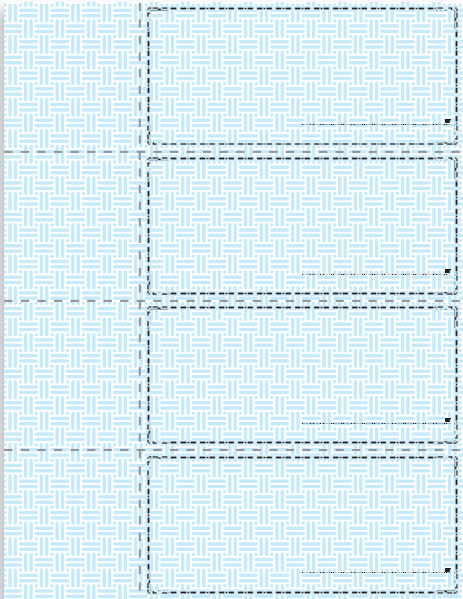
Packaging: Shrink wrapped in packages of 500; 3,000 per carton



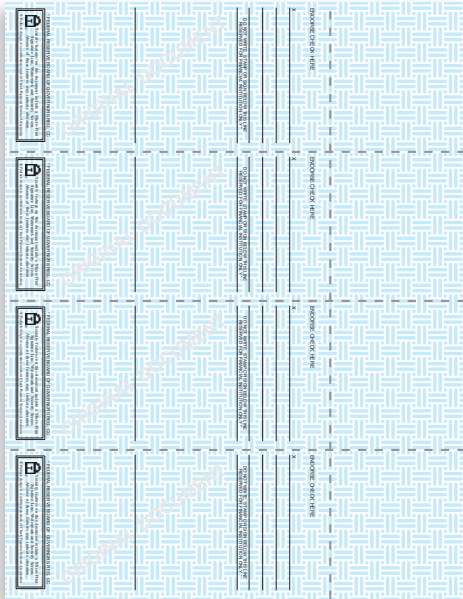
CS-BLANK-WB
Size: 8 1/2" x 11"
Check Sections: 2 3/4" x 6"
White Bond 24# (WB)



CS-BLANK-BS
Size: 8 1/2" x 11"
Check Sections: 2 3/4" x 6"
Blue Safety 24# (BS)



CS-PP (Preprinted)
Size: 8 1/2" x 11"
Stock: Blue Safety 24#
Check Sections: 2 3/4" x 6"
Black Ink
Standard Endorsement Backer (shown on right)



CS-PP Backer

Perforations and Blue Safety paper shown are exaggerated for visibility.

Create Your Own...

You can create a form that works for you. You have the choice of eight perforation positions or no perforation. Add one, two or three hole punches if needed for filing in a binder.

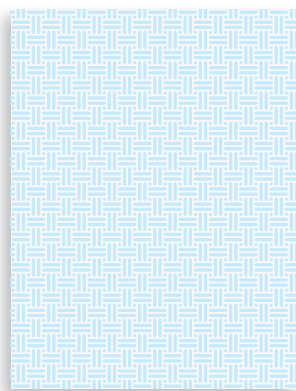
Finish your form with one of the following options:

- White or colored safety paper (blue, green or yellow)
- Burgundy, green, yellow or blue pantograph or phantom
- Black imprint and/or back printing

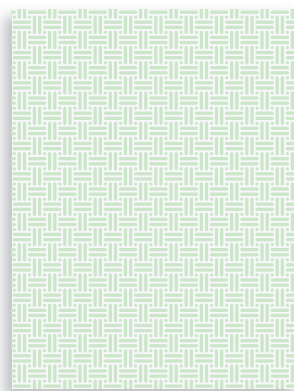
Paper Stock Selections



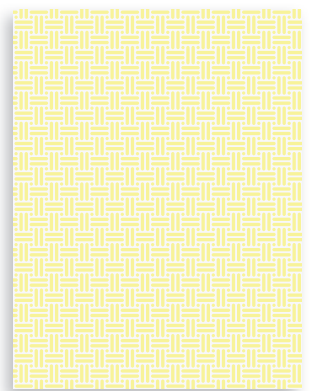
White Safety (WS)



Blue Safety (BS)

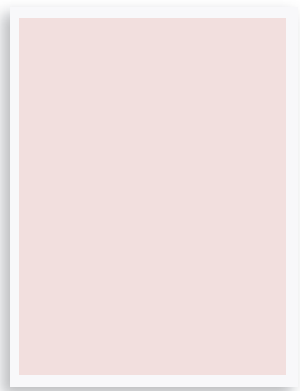


Green Safety (GS)

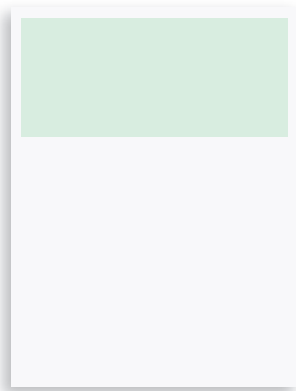


Yellow Safety (YS)

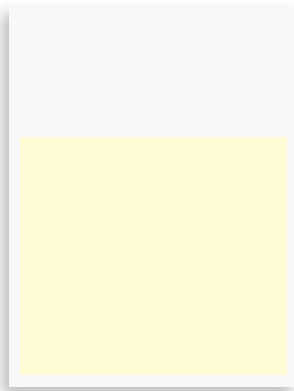
Ink Color Selections



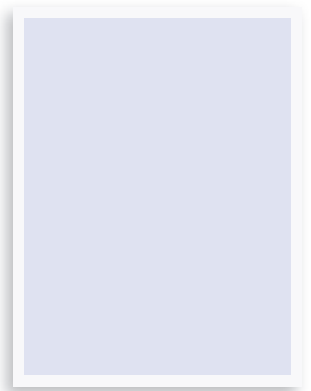
Burgundy PMS 194



Green PMS 347



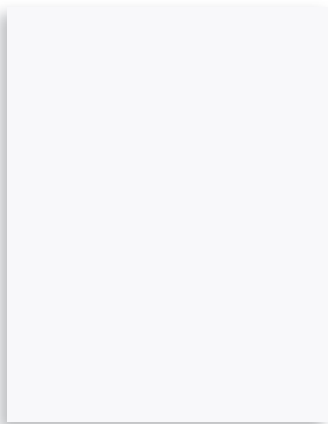
Pantone Yellow



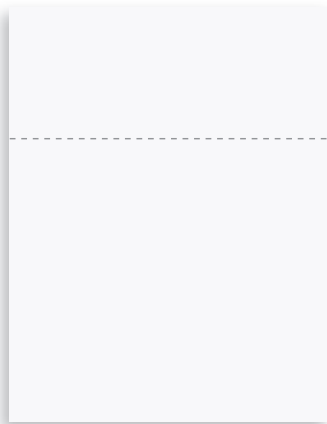
Reflex Blue

Custom Imprints Also Available.

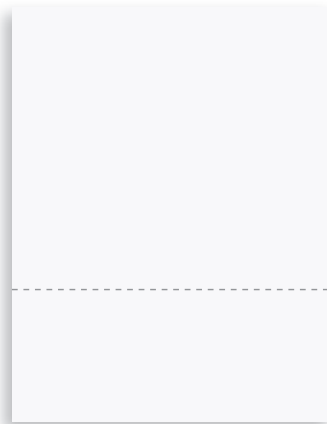
...8 1/2" x 11" Statements/Check Stock



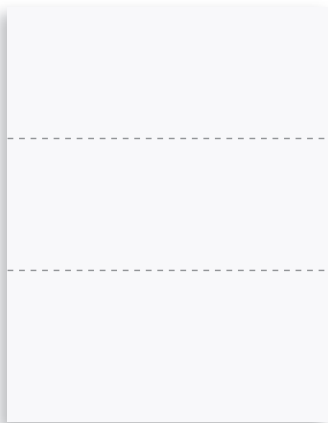
CS-NP
No Perforation



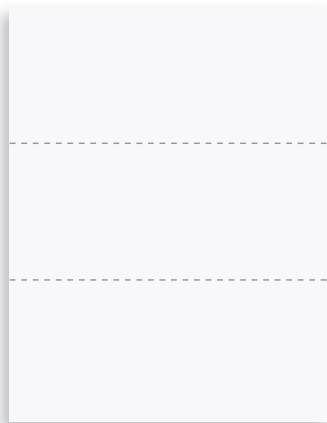
CS-T
Perforation 3 1/2" from top



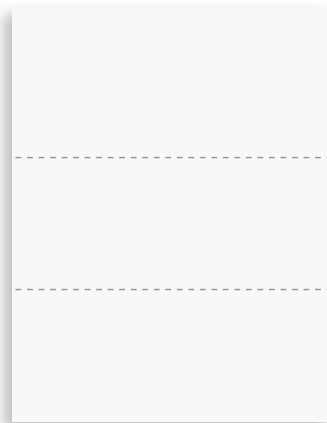
CS-B
Perforation 3 1/2" from bottom



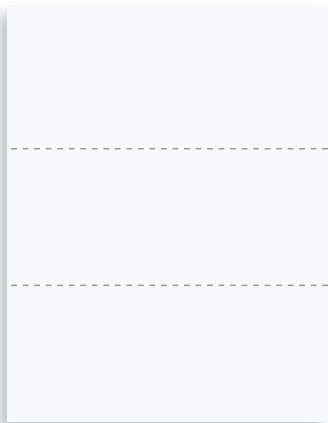
CS-1T
Segment size: 3 1/2" x 3 1/2" x 4"



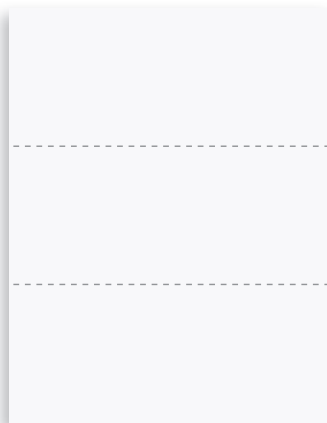
CS-5T
Segment size: 3 5/8" x 3 5/8" x 3 3/4"



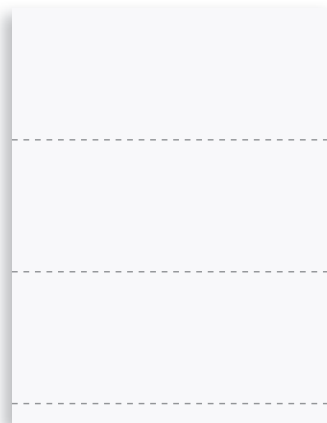
CS-2B
Segment size: 4" x 3 1/2" x 3 1/2"



CS-4B
Segment size: 3 3/4" x 3 5/8" x 3 5/8"



CS-6P
Segment size: 3 2/3" x 3 2/3" x 3 2/3"



CS-3P
Segment size: 3 1/2" x 3 1/2" x 1/2"

Perforations shown are exaggerated for visibility.

Miscellaneous Collection Forms

FINANCIAL INSTITUTION
ANYTOWN, USA 54321

DATE: _____ No. 0000

OPTIONAL ARABIC CONSECUTIVE NUMBERING

INCOMING COLLECTION

YOUR DATE AND/OR NUMBER	DESCRIPTION	DUE	CUSTOMER	SENDER
			AMOUNT	AMOUNT
			OUR CHARGE	
			TOTAL	TOTAL
SPECIAL INSTRUCTIONS:			REMITTED ON _____ BY _____	TOTAL
			REMITTED UNPAID ON _____	EXCHANGE
			TOTAL	TOTAL

RECEIVED FROM _____ NAME & ADDRESS OF PAYER _____

1 - NUMERICAL

INCOMING COLLECTION

YOUR DATE AND/OR NUMBER	DESCRIPTION	DUE	CUSTOMER	SENDER
			AMOUNT	AMOUNT
			OUR CHARGE	
			TOTAL	TOTAL
SPECIAL INSTRUCTIONS:			REMITTED ON _____ BY _____	TOTAL
			REMITTED UNPAID ON _____	EXCHANGE
			TOTAL	TOTAL

RECEIVED FROM _____ NAME & ADDRESS OF PAYER _____

2 - NOTICE TO CUSTOMER PLEASE BRING THIS NOTICE TO COLLECTION DEPARTMENT

INCOMING COLLECTION

YOUR DATE AND/OR NUMBER	DESCRIPTION	DUE	CUSTOMER	SENDER
			AMOUNT	AMOUNT
			OUR CHARGE	
			TOTAL	TOTAL
SPECIAL INSTRUCTIONS:			REMITTED ON _____ BY _____	TOTAL
			REMITTED UNPAID ON _____	EXCHANGE
			TOTAL	TOTAL

RECEIVED FROM _____ NAME & ADDRESS OF PAYER _____

3 - ADVICE

INCOMING COLLECTION

YOUR DATE AND/OR NUMBER	DESCRIPTION	DUE	CUSTOMER	SENDER
			AMOUNT	AMOUNT
			OUR CHARGE	
			TOTAL	TOTAL
SPECIAL INSTRUCTIONS:			REMITTED ON _____ BY _____	TOTAL
			REMITTED UNPAID ON _____	EXCHANGE
			TOTAL	TOTAL

RECEIVED FROM _____ NAME & ADDRESS OF PAYER _____

4 - ACKNOWLEDGEMENT

INTERNAL USE FORMS USED FOR COLLECTING MONEY FROM YOUR FINANCIAL INSTITUTION.

MIC-101
Incoming Collection

SEND IN CURRENT FORMS FOR A NO-OBLIGATION PRICE QUOTE

Size: 3 1/2" x 9"
(Includes 5/8" Stub)

Colors & Paper: Original:
Duplicate:
White Bond
Triplicate:
Canary Bond
Quadruplicate:
Green Bond

Parts: Four-Part Sets
(Parts Different)
Snap-Out-Carbon

Minimum Order: 500

Normal Order: 1,000

Economy Order: Multiples of 1,000

Variable Information:
• Financial Institution's Imprint

Miscellaneous Collection Forms

Optional Arabic Consecutive Numbering.

1 - NUMERICAL

2 - LETTER

3 - CUSTOMER RECEIPT

4 - ADVICE

Internal use forms used to collect money from an outside source.

MOC-102

Outgoing Collection

Size: 3 1/2" x 9"
(Includes 5/8" Stub)

Colors & Paper: Original:
Green Bond
Duplicate:
Canary Bond
Triplicate:
Blue Bond
Quadruplicate:
Pink Bond

Parts: Four-Part Sets
(Parts Different)
Snap-Out-Carbon

Minimum Order: 500

Normal Order: 1,000

Economy Order: Multiples of 1,000

Variable Information:

- Financial Institution's Imprint

REORDERING MADE EASY WITH REORDER NOTICES INCLUDED IN EACH SHIPMENT

Savings and Checking Transaction Records

DATE	NOTATIONS	DEPOSITS	INTEREST/ DIVIDENDS	WITHDRAWALS/ TRANSFERS	BALANCE FORWARD	
					Deposit / Withdrawal	

Savings Transaction Record contains 11 pages for customers to record their transactions.

**SAVINGS
TRANSACTION RECORD**

NAME OF FINANCIAL INSTITUTION

Dated From _____ Dated To _____

STR-914
Savings Transaction Record

ITEM NO.	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/ DEBIT (-)	FEE	✓ T	DEPOSIT/ CREDIT (+)	BALANCE

Checking Transaction Register contains 30 pages for customers to record their transactions.

TRANSACTION REGISTER

TRANSACTION REGISTER NO.

This register contains a record of deposits and items numbered

From _____ dated _____ To _____ dated _____

Name of Financial Institution

CTR-915
Checking Transaction Register

**ECONOMICAL PRICES
FOR THE QUANTITIES
YOU NEED**

Size:	3" x 6"	Minimum Order:	1-25
Color:	White Bond	Normal Order:	26-99
Cover:	80# Bond	Economy Order:	100+
Pages:	60# Bond		

Miscellaneous Informational Forms

Change of Address

Name(s) of Accountant _____

Date _____ Received By _____

CHANGE OF ADDRESS

			Type of Account	Account Number
New Street Address			Checking	
City	State	Zip	Savings	
Old Phone Number	New Phone Number		Savings	
Home	Home		Certificate of Deposit	
Business	Business		Loan	
Old Street Address			Loan	
City	State	Zip	Guarantee Check Card	
Reason for Change			Safe Deposit Box	
Signature(s)			Christmas Club	
			Other	
			Other	
			Other	
			Other	

Notifies departments of address changes and captures detailed information on the accounts affected by that change.

MCA-505

Change of Address (Non-Imprinted Stock Item)
 Size: 3 1/10" x 7"
 Padded in 100's on left
 Color: White
 Minimum Order: 500

REQUEST FOR OFFICIAL CHECK

REQUEST FOR CASHIER'S CHECK, MONEY ORDER, DRAFT, ETC.

CASHIER'S CHECK
 MONEY ORDER
 DRAFT ON _____ DATE _____
 CERTIFICATE OF DEPOSIT _____ ACCOUNT NO. _____

PURCHASED BY _____ **ADDRESS** _____

PAYABLE TO (Please Print)	CHECK NUMBER	AMOUNT

PURCHASED WITH: CASH \$ _____ OTHER (explain) _____ **FEE OR EXCHANGE** _____
 MONEY CHECK \$ _____ \$ _____ **TOTAL** _____
 FOREIGN CHECK \$ _____ \$ _____

Quickly organizes and tracks information about Official Check purchases.

MRO-503

Request for Official Check (Non-Imprinted Stock Item)
 Size: 3 1/10" x 6 7/8"
 Padded in 100's on left
 Color: Blue
 Minimum Order: 500

Size:	Shown by each Form	Minimum Order:	Shown by each Form
Color:	Shown by each Form	Normal Order:	1,000
Parts:	Single-Part Forms	Economy Order:	Multiples of 1,000
Paper:	Bond		

ASK YOUR CSR FOR HELP IN DESIGNING NEW FORMS

Secure Deposit Bags



DB-912
 Size: 9" x 12"
 Packaging: Strapped in 100's with 1,000 per carton
 Film Weight: 2.25 mil.
 Color: Clear film with printing on face only, clear back with deposit pouch
 Minimum Order: 100
 Normal Order: Multiples of 100
 Economy Order: 1,000

Instructions on how to use the SecurePouch™ deposit bag are provided on each bag.



All bags have detachable receipts.

DB-1519
 Size: 15" x 19"
 Packaging: Strapped in 50's with 500 per carton
 Film Weight: 3.25 mil.
 Color: Gray opaque with maroon and white ink on front only
 Minimum Order: 50
 Normal Order: Multiples of 100
 Economy Order: 1,000

- FEATURES CONTAINED IN ALL SecurePouch™ DEPOSIT BAGS:**
- Closure has total resistance to all temperature-controlling agents.
 - Closure's serrated edges inhibit tampering.
 - Bottom Edges are folded, not sealed.
 - Sides are closed with pouch seals.
 - Bags are recyclable.
 - Bags and receipts are sequentially numbered. Serial numbers prevent bags from being switched and help keep an internal record of each SecurePouch™ deposit bag.