

W2 Printing Service Order Form (2007-W2's)

Company Name: _____

Contact: _____

Phone: _____

Email: _____

W2 Shipping Address:

Please list all Company Codes for which we will be printing W2's for you:

I am requesting the following items (please enter quantities below):

Qty		Extended Price
	Employee W2's at \$0.64/each	
	Envelopes needed (included with Employee W2's upon request)	
	Employer W2's at \$0.64/each	
	Setup charges at \$100.00/each company code	
	Surcharge of \$250.00/each company code for versions older than JKM v4	
	SSA Magnetic Media diskettes at \$50.00/each company code	
	Grand Total (does not include shipping)	

Prices subject to change if form is not received and approved by us by Dec 15, 2007.

I understand that I am responsible for the accuracy of my data before shipping my data files to be used in the printing of W2's.

Signed: _____ Date: _____

Price does not include shipping - All completed W2's will be sent to you UPS C.O.D.

Please fax the completed form to 619/465-3212

If you need assistance in completing the form, or have any other questions, please call Doug Kvandal at 619/589-7331.

We will call you upon receipt of your order to confirm your order, send you a pre-processing form, and set a tentative date to process your W2's.