

SIMPLICITY SERIES™

COMBINATION DISBURSEMENTS/PAYROLL SYSTEM

CDP - 400

INSTALLATION AND OPERATING INSTRUCTIONS

*Keep these instructions for reference and training new personnel.

STARTA-SYSTEM® CONTENTS

- 25 Combination Journals
- 25 Compensation Records
- 200 Double Window Envelopes
- 300
or 625 Combination Checks
- 1 Mini-folding Pegboard

HOW TO BEGIN:

1. Check your order. Verify the imprint and bank information is correct on your checks.
2. Place the Pegboard on your desk so clamp is at the left. The pegboard will open to the right.
3. Place one Combination Journal on Pegboard. The highlighted peghole (fourth from the top) on the journal should be placed on the top peg of the Pegboard.

PREPARING THE JOURNAL:

1. Enter Month, Date and Page Number in the spaces provided at the top of the journal. (See A of illustration 1)
2. Head description columns with deductions that correspond with your check. (See B of illustration 1)
3. In columns 1-11 on the front and columns 12-40 on the back, enter the expense categories most often used in the heading area at the top of the journal. (See C of illustration 1)
4. Refer to the Bank Balance column. Enter your current checking account balance on the green shaded line that reads "Forward." (See D of illustration 1)
5. Place the first bank of shingled checks on the Pegboard by placing the fourth peghole at the top of the bank of checks on the top peg. Be sure the posting line of the lowest numbered check aligns with line number one of the journal.

The illustration shows a detailed view of the journal form. At the top, there are fields for 'MONTH' (containing 'April'), 'DATE' (containing '4/10/77'), and 'PAGE' (containing '112/113'). Below these are columns for 'CHECK NO.', 'DATE', 'AMOUNT', and 'DESCRIPTION OF PURPOSE'. The 'DESCRIPTION OF PURPOSE' column is divided into 11 sub-columns: OFFICE SALARIES, SALES SALARIES, OFFICE SUPPLIES, POSTAGE DELIVERY, AUTO & TRUCK, UTILITIES, ADVERTISING, DUES & SUBSCR., INSURANCE, SHIPPING SUPPLIES, and LEGAL. The form also includes a 'TOTALS' section at the bottom with rows for 'TOTALS THIS PAGE', 'TOTALS PREVIOUS PAGE', and 'TOTALS TO DATE'. Callout A points to the month, date, and page fields. Callout B points to the description columns. Callout C points to the expense category columns. Callout D points to the 'FORWARD' line in the bank balance section.

ILLUSTRATION #1

RECORDING CASH DISBURSEMENTS:

1. Fold the checks back leaving the lowest numbered check on the journal.
2. In the Remittance box at the upper-right corner of the check enter the Date, Number and Amount of the invoice being paid. Up to 4 different invoices may be recorded in this area if all are being paid by one check. (See A of illustration 2)
3. On the posting line in the center of the check, beginning at the left enter the Date, To The Order Of (Payee) and a Description of the disbursement (or Gross and Discount amounts). Complete the posting line by entering the check amount. (See B of illustration 2)
4. Fill in the Payee's address on the lines below To The Order Of, if the check is to be mailed. (See C of illustration 2)
5. Fill in the check amount on the Pay line and sign the check.
6. Enter the amount of the disbursement in the appropriate distribution column(s) on the right or back side of the journal. (See D of illustration 2)
*If a discount was taken, enter the gross amount in the Distribution column.
7. Detach the check (and duplicate, if applicable) at perforation. Place in a Double Window envelope for mailing. Bring the next check down to prepare for your next disbursement entry.
8. At the end of each or each group of Disbursements, adjust the Bank Balance column with any checks written or deposits made. (See E of illustration 2)

ROLL JOURNAL

| LINE NO. | DATE | DESCRIPTION | DISC. | CHECK NUMBER | AMOUNT | OFFICE SALARIES | SALES SALARIES | OFFICE SUPPLIES | POSTAGE DELIVERY | AUTO TRUCK | UTILITIES | ADVERTISING | DUES & SUBSC. | INSURANCE | SHIPPING SUPPLIES | LEGAL |
|----------|---------|--------------------|-------|--------------|---------|-----------------|----------------|-----------------|------------------|------------|-----------|-------------|---------------|-----------|-------------------|-------|
| 1 | 4/20/88 | Quality Forms | | 2816 | 2197.49 | | | 23.75 | | | | | | | | |
| 2 | 4/20/88 | City Boxes & light | | 2817 | 121.62 | | | | | | 121.62 | | | | | |
| 3 | 4/20/88 | U-1 Rental | | 2818 | 275.00 | | | | | | | 275.00 | | | | |
| 4 | 2819 | | | | | | | | | | | | | | | |
| 5 | 2820 | | | | | | | | | | | | | | | |
| 6 | 2821 | | | | | | | | | | | | | | | |
| 7 | 2822 | | | | | | | | | | | | | | | |
| 8 | 2823 | | | | | | | | | | | | | | | |
| 9 | 2824 | | | | | | | | | | | | 36.12 | | | |
| 10 | 2825 | | | | | | | | | | | | | | 77.13 | |
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STARTA SYSTEMS, INC.
4740 SERVICE ROAD
ONE WHITE LICK ROAD
TELEPHONE 636-400-0800

NON-NEGOTIABLE

⑆002875⑆ ⑆1956⑆ 56⑆ 00⑆ 90 123 919⑆

REMITTANCE INFORMATION:
DATE: 4/24/88
CHECK NUMBER: 2825
AMOUNT: 379.02

POSTING LINE:
DATE: 4/24/88
TO THE ORDER OF: Starita Systems, Inc.
DESCRIPTION: Quality Forms, City Boxes & light, U-1 Rental, Dues & Subsc.

ILLUSTRATION #2

PREPARING THE COMPENSATION RECORD:

1. Complete the top of the card with the employee name, address, telephone number and social security number. (See A of illustration 3)
2. Enter salary rate, date of employment and circle the current quarter.
3. In columns A, B, & C enter the deduction headings to correspond with your check. (See B of illustration 3)
4. Bring To Date totals forward from previous pay period.

2. On the posting line in the center of the check begin at the left by entering the Hours Worked, Date and To The Order Of. (See C of illustration 3)
3. Complete the posting line by entering the Gross Pay, appropriate deductions (FICA, Fed Withholding, etc.) and the Net Check Amount. (See D of illustration 3)
4. Enter the Gross Amount in the appropriate distribution column. (See E of illustration 3)
5. Once the posting line is complete detach the check (and duplicate, if applicable). **Remove the Compensation Record.**

RECORDING THE PAYROLL

1. Fold the checks back leaving the lowest numbered check on the journal. Slide the appropriate Compensation Record under the check until it rests against the pegs. Be sure the line number of the current pay period is in line with the posting line of the check.

A. COMPLETE ALL NECESSARY INFORMATION AT THE TOP OF CARD

B. ENTER DEDUCTION HEADINGS TO CORRESPOND WITH YOUR CHECK

C. RECORD HOURS WORKED, DATE AND TO THE ORDER OF ON THE POSTING LINE

D. COMPLETE THE POSTING LINE WITH GROSS, DEDUCTIONS AND NET AMOUNT

E. ENTER THE GROSS AMOUNT IN THE APPROPRIATE DISTRIBUTION COLUMN

| POSTING LINE | DATE | TO THE ORDER OF | HOURS WORKED | GROSS PAY | FICA | FED WITHHOLDING | STATE | CITY | LOCAL | UNEMPLOYMENT | RETIREMENT | OTHER | NET PAY | OFFICE SALARIES | SALES SALARIES | OFFICE SUPPLIES | POSTAGE DELIVERY | PHONE | AUTO & TRUCKS | UTILITIES | ADVERTISING | DUES SUBSCR. | INSURANCE | SHIPPING SUPPLIES | LEGAL |
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ILLUSTRATION #3

PROVING THE JOURNAL FOR CASH DISBURSEMENTS

WITHOUT DISCOUNTS:

1. Subtotal all columns before beginning a payroll period. (See A of illustration 4)
2. The subtotal of the Check Amount column (Col. G) must equal the total of all the distribution columns (See B of illustration 4)

WITH DISCOUNTS:

1. The Gross column (Col. A) less the Discount column (Col. F) must equal the Check Amount column (Col. G).
2. The Check Amount column (Col. G) plus the Discount column (Col. F) must equal the total of all the Distribution columns (Col. 1-40).

PROVING THE JOURNAL FOR PAYROLL:

1. Subtotal (cross foot) each column for the current pay period. Payroll entries will be in blue on the journal. (See C of illustration 4)
2. The Gross column (Col. A) less the Deductions (Col. B-E) must equal the Check Amount column (Col. G). (See D of illustration 4).

PROVING THE JOURNAL:

1. Enter the sum total of each column in the Totals This Page Line at the bottom.
2. The Check Amount column (Col. G) plus the totals of columns B-F must equal the sum total of columns 1-40.
3. Carrying Totals Forward - At the bottom of each journal you will note there are three lines; "Totals This Page", "Totals Previous Page" and "Totals To Date". When beginning a new journal, enter the new bank balance and carry the "Totals To Date" (amounts A-G and 1-40) forward to the "Totals Previous Page" line. By doing this your balances will always be up to date during the accounting period.

| CASH DISBURSEMENTS AND PAYROLL JOURNAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| LINE NO. | DATE | PAID TO | AMOUNT | DESCRIPTION | DEBIT | CREDIT | DEBIT | CREDIT | DEBIT | CREDIT | DEBIT | CREDIT | DEBIT | CREDIT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1 | 4/20/XX | Quality Forms | 23.75 | Journals | 23.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 4/20/XX | City Boxes & Light | 121.62 | | 121.62 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 4/20/XX | A-1 Rental | 275.00 | | 275.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 4/20/XX | Jama Service Center | 94.13 | April Charges | 94.13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 4/20/XX | H. & Postmaster | 61.99 | | 61.99 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 4/20/XX | General Insurance | 521.88 | | 521.88 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 4/20/XX | Smith & Jones | 43.67 | | 43.67 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 4/20/XX | Forma Association | 36.12 | | 36.12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 4/20/XX | Universal Corp | 77.13 | | 77.13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 4/20/XX | Quality Forms | 379.02 | Business | 379.02 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 4/20/XX | Joyce Smith | 275.00 | 15/12 38.00 3.24 2.16 5.00 | 211.28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 4/20/XX | Kate Miller | 301.00 | 18.92 40.77 3.46 2.55 5.00 | 230.30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 4/20/XX | Tom Robbins | 294.00 | 18.06 39.94 3.37 2.49 5.00 | 225.14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | 4/20/XX | Bobby Bryant | 396.00 | 22.85 48.17 4.16 2.42 5.00 | 313.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 4/20/XX | Bob Thomas | 336.00 | 19.51 43.84 3.85 2.57 5.00 | 261.18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 4/20/XX | Brad Martin | 412.00 | 24.44 49.21 4.35 2.68 5.00 | 326.12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | 4/20/XX | Dave Adams | 426.00 | 25.44 50.33 4.42 2.72 5.00 | 337.97 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 4/20/XX | Mike Smith | 450.00 | 26.41 51.20 4.50 2.75 5.00 | 357.64 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | 4/20/XX | | 2840.00 | 70.47 34.41 31.38 20.24 40.00 | 2444.83 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTALS THIS PAGE | | | 4572.81 | 171.67 361.61 31.35 20.54 40.00 | 3849.64 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTALS PREVIOUS PAGE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTALS TO DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="0" style="width:100%"> <tr> <td style="width:15%">OFFICE SALARIES</td> <td style="width:15%">SALES SALARIES</td> <td style="width:15%">OFFICE SUPPLIES</td> <td style="width:15%">POSTAGE & DELIVERY</td> <td style="width:15%">AUTO TRUCK</td> <td style="width:15%">UTILITIES</td> <td style="width:15%">ADVERTISING</td> <td style="width:15%">DUES & SUBSCR.</td> <td style="width:15%">INSURANCE</td> <td style="width:15%">SHIPPING SUPPLIES</td> <td style="width:15%">LEGAL</td> </tr> <tr> <td>23.75</td> <td></td> <td>23.75</td> <td></td> <td></td> <td>121.62</td> <td></td> <td>275.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>94.13</td> <td></td> <td>94.13</td> <td></td> <td>94.13</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>521.88</td> <td></td> <td>521.88</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>43.67</td> <td></td> <td>43.67</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>43.67</td> </tr> <tr> <td>36.12</td> <td></td> <td>36.12</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>77.13</td> <td></td> <td>77.13</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>77.13</td> </tr> <tr> <td>379.02</td> <td></td> <td>379.02</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>275.00</td> <td></td> <td>275.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>301.00</td> <td></td> <td>301.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>294.00</td> <td></td> <td>294.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>396.00</td> <td></td> <td>396.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>336.00</td> <td></td> <td>336.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>412.00</td> <td></td> <td>412.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>426.00</td> <td></td> <td>426.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>450.00</td> <td></td> <td>450.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2840.00</td> <td>1684.00</td> <td>402.77</td> <td>61.99</td> <td>94.13</td> <td>121.62</td> <td>275.00</td> <td>36.12</td> <td>521.88</td> <td>77.13</td> <td>43.67</td> </tr> </table> | | | | | | | | | | | | | | | OFFICE SALARIES | SALES SALARIES | OFFICE SUPPLIES | POSTAGE & DELIVERY | AUTO TRUCK | UTILITIES | ADVERTISING | DUES & SUBSCR. | INSURANCE | SHIPPING SUPPLIES | LEGAL | 23.75 | | 23.75 | | | 121.62 | | 275.00 | | | | 94.13 | | 94.13 | | 94.13 | | | | | | | 521.88 | | 521.88 | | | | | | | | | 43.67 | | 43.67 | | | | | | | | 43.67 | 36.12 | | 36.12 | | | | | | | | | 77.13 | | 77.13 | | | | | | | | 77.13 | 379.02 | | 379.02 | | | | | | | | | 275.00 | | 275.00 | | | | | | | | | 301.00 | | 301.00 | | | | | | | | | 294.00 | | 294.00 | | | | | | | | | 396.00 | | 396.00 | | | | | | | | | 336.00 | | 336.00 | | | | | | | | | 412.00 | | 412.00 | | | | | | | | | 426.00 | | 426.00 | | | | | | | | | 450.00 | | 450.00 | | | | | | | | | 2840.00 | 1684.00 | 402.77 | 61.99 | 94.13 | 121.62 | 275.00 | 36.12 | 521.88 | 77.13 | 43.67 |
| OFFICE SALARIES | SALES SALARIES | OFFICE SUPPLIES | POSTAGE & DELIVERY | AUTO TRUCK | UTILITIES | ADVERTISING | DUES & SUBSCR. | INSURANCE | SHIPPING SUPPLIES | LEGAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23.75 | | 23.75 | | | 121.62 | | 275.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 94.13 | | 94.13 | | 94.13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 521.88 | | 521.88 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 43.67 | | 43.67 | | | | | | | | 43.67 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 36.12 | | 36.12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 77.13 | | 77.13 | | | | | | | | 77.13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 379.02 | | 379.02 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 275.00 | | 275.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 301.00 | | 301.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 294.00 | | 294.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 396.00 | | 396.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 336.00 | | 336.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 412.00 | | 412.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 426.00 | | 426.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 450.00 | | 450.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2840.00 | 1684.00 | 402.77 | 61.99 | 94.13 | 121.62 | 275.00 | 36.12 | 521.88 | 77.13 | 43.67 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="0" style="width:100%"> <tr> <td style="width:15%">TOTALS PREVIOUS PAGE</td> <td style="width:15%">TOTALS PREVIOUS PAGE</td> <td style="width:15%">TOTALS PREVIOUS PAGE</td> <td style="width:15%">TOTALS PREVIOUS PAGE</td> <td style="width:15%">TOTALS PREVIOUS PAGE</td> <td style="width:15%">TOTALS PREVIOUS PAGE</td> <td style="width:15%">TOTALS PREVIOUS PAGE</td> <td style="width:15%">TOTALS PREVIOUS PAGE</td> <td style="width:15%">TOTALS PREVIOUS PAGE</td> <td style="width:15%">TOTALS PREVIOUS PAGE</td> <td style="width:15%">TOTALS PREVIOUS PAGE</td> </tr> <tr> <td>2890.00</td> <td>625.17</td> <td>2244.83</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> | | | | | | | | | | | | | | | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | 2890.00 | 625.17 | 2244.83 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | TOTALS PREVIOUS PAGE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2890.00 | 625.17 | 2244.83 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

ILLUSTRATION #4

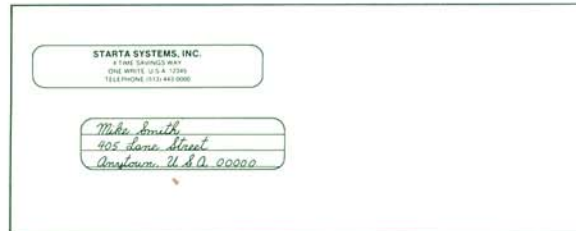
ACCESSORY ITEMS AND ADDITIONAL OPTIONS

CHECKS:

Available in single Clear-Stripe™, single carbon band or carbonless duplicate with a choice of pantograph colors.

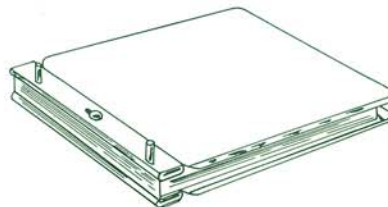
DOUBLE WINDOW ENVELOPES:

Your company name and address is positioned on the check to show through the top window as a return address. The payee name and address shows through the bottom window providing the mail to information.



STORAGE BINDER:

Also available is a post binder which provides storage for completed journals.



PERSONALIZED DEPOSIT TICKETS

Compliments any Check Order

AVAILABLE:

SINGLE

Form No. WDT-100

24# White MICR Bond

Padded in 50's

Minimum Qty. = 250

TRIPPLICATE

Form No. WDT-100-NC-3

Part #1-26# White NCR-CB

Part #2-17# Canary NCR-CFB

Part #3- 15# Pink NCR-CB

Minimum Qty. = 250

DUPLICATE

Form No. WDT-100-NC-2

Part #1-26# White NCR-CB

Part #2-15# Pink NCR-CF

Minimum Qty. = 250

