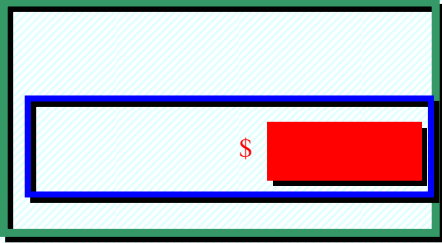


CHEQUE FACE TEMPLATE

YOUR CO NAME HERE STREET CITYPROV, POSTAL TEL	YOUR BANK INFO HERE STREET CITYPROV, POSTAL	123456
		DATE M M D D Y Y Y Y
PAY	AMOUNT IN WORDS FIELD	
TO THE ORDER OF	ABC COMPANY STREET CITY PROV POSTAL	

5/8 CLEAR MICR BAND AREA – CONSECUTIVE MICR MANDATORY

Legend:

Convenience amount rectangle is an imaginary box (no borders permitted) and can be positioned anywhere in the convenience amount scan area. The convenience amount scan area is located from the aligning edge (cheque bottom) 1.4" at the lower edge and 2.6" at the upper edge From the leading edge (right edge of the cheque) to the extreme right edge of the scan area is .25" and to the left edge of the scan area is 2.5" A white background is not required, as the entire background screen of the cheque must drop out when scanned to meet the technical specifications relating to Print Contrast Signal & Reflectance.

Red Box = minimum size of the convenience amount rectangle

Blue Box = maximum size of convenience amount rectangle









Green box = convenience amount scan area

Due to the flexibility of the print positions – the changes to position and date format are software dependent changes that must be coordinated with specific software vendors. In terms of the positioning of the elements of the cheque – once you determine the positioning of the convenience amount rectangle and its required .25" clear space all of the other elements can be positioned around the Convenience Amount Rectangle ensuring .25" spacing remains between all other elements of interest. Other elements can print in the convenience amount scan area providing the .25" spacing between elements is achieved.

Mandatory Items:

- Minimum 8 point font size for preprinted information, minimum 10 point font size for computer generated information, *exception bank info. minimum 6pt* and the company name and address have no minimum font size.
- PCS 0.6 of preprinted information on cheque face – printed in black or a dark ink colour
- 5/8 clear micr band – consecutive micr mandatory
- Dollar symbol minimum 10-point font – positioned minimum of 0.03" and a maximum of 0.05" to the left of the convenience amount rectangle. Centered vertically on the convenience amount rectangle.
- Date field format – the word date 8 point font, the field indicators 6-8 point font below the computer generated date. Possible variations include: MM DD YYYY, DD MM YYYY or YYYY MM DD or bilingual version Y/A M/M D/J or A/Y M/M J/D. If the date field prints on the same level as the town/city/province line – they shall be separated by 3/4" from the ending of the town/city/province line to the beginning of "D" in the word date.
- 1/4" clear space AROUND the areas of interest, which include: date field, payee name line, amount in figures field, amount in words field and signature field. Required elements that do not require the 1/4" clearance include Bank and MICR fields. U.S. Funds or CDN Funds may be printed below or to the right of the word dollars on a cheque to identify the currency. * **Exception: where there exists space limitations, the clear area may be reduced to the minimum amount necessary but at least 0.1". This is a temporary exception and will be re-assessed in 2009 with a 1 year-transition period.** (Areas of interest required around the data elements are identified in red on the above template for illustration purposes only.)

Optional Items:

-  Cheque number
-  Bank branch street address, town or city, province or postal code (But CPA member Financial Institution is a requirement.)
-  Guidance boxes unless a manual cheque
-  Reverse printing is okay if not in an area of interest (i.e. warning band)
-  Company name above the signature line is not mandatory in terms of the CPA Standard 006
-  Per before the signature line is not mandatory
-  Bleed through micr encoding is acceptable providing it meets the maximum PCS value of .25
-  Computer generated cheque number in addition to the preprinted cheque number is allowable providing that the .25" clear space requirement is met.

For complete verification of CPA compliance ensure cheques are sent for testing and provide feedback to your printer for any required changes at re-order stage. Order a small quantity in advance of the deadline to avoid a surplus of cheques that are not compliant after the deadline.