



# ORDER FORM

Questions? Call 1-800-572-1472

(CHECKS – ENVELOPES)

**Instructions:** Complete this form to order checks from PLGIT. Please fax the completed form to the PLGIT Client Services Group at 1-800-252-9551.

**ACCOUNT and ORDER TYPE:** (Please fill this section out completely.)

Investor Name: \_\_\_\_\_  
(Name that appears on Trust records)

TIN #: \_\_\_\_\_  
(Taxpayer Identification Number)

PLGIT Account #: \_\_\_\_\_  
(Account # that checks will clear out of)

**New Order** (For new checks, please complete the Checkwriting Authorization form and send along with this document.)

**Reorder** (Please attach a voided check or a copy of the reorder form)

**CHECK DETAIL:** (Please complete the check detail options below.) (\* = Optional)

- 1. Pick a style:      3-Page Business (Manual)                      Quantity:    300      600    Other: \_\_\_\_\_
- 3-Page Business (Laser)                              Quantity:    250      500    Other: \_\_\_\_\_
- Classic 50 (Blue Only)    Quantity:    50      100
- Laser Checks    Quantity:    250      500    Other: \_\_\_\_\_

▶ Please select the Laser Check placement:      Top              Middle              Bottom

- 2. Pick a color:      Blue      Green      Burgundy      Tan
- 3. How many signature lines are required on each check?      1      2      3 (Not an option for Classic 50 orders)
- 4. What is the starting check number? \_\_\_\_\_ (If not provided, #101 will be the starting check number.)

\* Check this box if reverse order is desired:

**CHECK PERSONALIZATION:** (This information will appear on the top left-hand corner of each check. Custom logos are not permitted.)

Investor's Name: \_\_\_\_\_

PLGIT Account Title: \_\_\_\_\_

Personalization: \_\_\_\_\_

Personalization: \_\_\_\_\_

Personalization: \_\_\_\_\_

**ENVELOPES:** (Available for Laser Checks only.)

- Pick a style:      Self-Sealing                      Quantity:    500      1000    Other: \_\_\_\_\_
- Regular Gum Seal                      Quantity:    500      1000    Other: \_\_\_\_\_

**SHIPPING INFORMATION:** (Allow 3 days for processing the order, in addition to shipping time.)

**Shipping Method:**

- Standard UPS Ground delivery (Allow 2 to 4 weeks)
- Rush Shipment (Additional charges paid by Investor)
- Fastrack \$29.95              Overnight

**Mailing Address:**

Attention to: \_\_\_\_\_

Physical Address: \_\_\_\_\_

(No P.O. Box) \_\_\_\_\_

**SIGNATURE:** (Please have a Contact, who is authorized per Trust records to initiate purchases and redemptions of shares, complete and sign below.)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Print or Type Name of Authorized Signatory

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Email Address

**Any document received by email will not be accepted. Please send by fax or mail.**

**FAX TO:** PLGIT Client Services Group  
1-800-252-9551

**MAIL TO:** PLGIT Client Services Group  
P.O. Box 11760  
Harrisburg, PA 17108-1760

**TRUST USE ONLY**

V2015.10	DATE	INITIALS
Processed		
Confirmed		