



beaufurn  
beautiful furniture

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## CHECK BY FAX

Thank you for your recent order with Beaufurn, LLC. We have initiated a payment process that we believe will be beneficial to you, the customer, and Beaufurn. This process is 'Check by Fax'. This is a simple bank to bank transfer of funds through the use of a preauthorized check that will allow our company to receive payment and credit your account here at our office today using the information received on your faxed check.

To use this process, completely fill out your company check as if you were going to mail your payment. **Then make a notation on the face of the check that states it is a 'Check by Fax'**. Fax a copy of the check to our company, and keep the original for your records – **(PLEASE DO NOT MAIL THE ORIGINAL)**. That's all there is to it. **Payment by check requires 5 business days for clearing the bank before processing or shipment.** . If your check number is more than 6 digits long, you will have to mail the check, as our system will only accept up to 6 digit check numbers.

Please sign below confirming that you understand that a processed check will be generated from the faxed copy check sent to Beaufurn, and that you will receive a cancelled copy of the check with your regular bank statement. Fax back the signed copy of this notice with your completed 'Check by Fax'.

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Customer Signature

Print Name

Company Name

If you have any questions, or need further information, please feel free to call at the number listed above.

Sincerely, Beaufurn, LLC.

Fax # 336-768-2355