

Guidelines for all Vouchers, Cheques and Deposit Slips

PAPER QUALITY

Automation grade, 86–92gsm. For deposits the paper must be scanright. For cheques the paper must be sensitised.

PAPER THICKNESS

108 unit of measure (um) to 120 unit of measure (um).

VOUCHER DIMENSIONS

Between 159mm and 210mm in length and 70mm and 93mm in height.

MICRO ENCODING BAND

16mm free of any printing at the foot of the voucher (both front and back).

VOUCHER EDGES

The edges of the voucher must be straight and at right angles to one another. Perforations must be clean, 'slit' type as used on the bank's standard cheque book.

6mm free of any printing at the right and left edge of the voucher and 3mm free of any print at the top edge.

Guidelines for Ordering Privately Printed Vouchers

These guidelines have been prepared to ensure prompt processing of privately printed vouchers such as cheques and deposit slips.

The approval process followed by Westpac aims to safeguard privately printed vouchers against faulty or inadequate encoding and tests for security features to minimise the risk of fraudulent alteration.

All cheques and deposit slips are processed electronically by our high speed processing machines. Vouchers that cannot be read by these machines may not be promptly processed to your account.

Vouchers must be evaluated each time a reprint is ordered whether or not a new design is used. You are not permitted to use a previous Print Approval Number (PAN) to authorise reprinted vouchers. We reserve the right to charge you the cost of reprocessing vouchers where those vouchers were printed without a Print Approval Number (PAN) being issued.

The regulations regarding privately printed cheques and deposit slips cover a number of designs and print features. To assist you and your printer, these regulations are summarised on the following pages. In some instances additional regulations must be met.

A copy of the complete regulations (Publication 11.5) is available from:

Australian Payments Clearing Association (APCA)

Level 24, 25 Bligh Street

Sydney 2000

Phone: (02) 9221 8950

Fax: (02) 9221 8057

www.apca.com.au