



**RASMUSSEN IRON WORKS, INC.**  
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Dear Valued Customers:

“I’ll fax you a check.” That statement used to be a joke. Now, it is a reality, at least with Rasmussen.

Rasmussen now offers **“check by fax”** for your payment convenience.

**The benefits of check by fax...**

- Saves you money – the cost of sending a fax is less than the cost of mailing (envelope, postage)
- Immediate confirmation of Rasmussen’s receipt of your faxed check.
- Avoid the hassles and costs of replacing a “lost in the mail” check (stop payment fee, cost of reissuing the check, postage, etc.)

**Here is the check by fax process...**

- You have a payment you need to make to Rasmussen
- You fill out the 'check authorization form' (see other side), attach a voided check (for ongoing and recurring authorization) or the actual check for one-at-a-time authorization and fax it back to Rasmussen.
- Rasmussen enters the check information into our secure CheckComposer.com database
- Rasmussen prints the check(s) and deposits them into our bank account. Rasmussen faxes to you the ‘check authorization notice’ for your records.
- For ongoing authorizations after completing the initial authorization form, you need only fax to us a copy of the check when you wish to make a payment, or fax or email the following information: check number, check date, amount of payment and remittance advice (memo).

Simple as that! Please contact me if you have any questions. I’m happy to walk you through it.

Best regards,

A handwritten signature in black ink, appearing to read "Rett Rasmussen", written over a white background.

Rett Rasmussen  
Vice President