



a **DELUXE**® company

Date: \_\_\_\_\_

Ordered by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Cost Centre: \_\_\_\_\_

SEE NEXT PAGE  
FOR CHART  
OF ACCOUNTS

Date Required: \_\_\_\_\_

Quantity	Product	Ink Colour	Start #

**Imprint:**  
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**Notes:**  
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**Ship to:**  
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Current SAP Chart of Accounts & Cost Centers

Account	Account #	Cost Centre	Description
<b>Accounts to be used by Cost Center Manager:</b>			
Bad Debt Prov	564100	9620001	Purchasing-Inventory Control
Benefits-Admin Fees (pension)	514124	9620002	Purchasing-Product Engineering
Business Fees (dues, memberships etc)	560100	9620003	Purchasing-Outsourcing
Collection Expense	560110		
Consulting Services General	526100	9620005	Midland - Finance
Contributions - Charitable	574100	9620006	Midland - Customer Accounting
Delivery Services - Fed Ex	572101	9620007	Facility Services
Delivery Services - General	572100	9620009	Human Resources
Delivery Services - Postage	572103	9620010	Information Systems
Delivery Services - UPS	572102	9620012	Information Services - Shared Service
Delivery Services-Brokerage-Transport	572104	9620013	Information Systems - Network
Digital Maintenance	542109		
Elect Press Toner/Developer	542101	9620024	Labels - Tags
Electron Press Repairs & Maint	542101	9620025	Envelopes & Stationery
Employee Development-Training	530100	9620026	Holiday Cards - Ink
Insurance	552100	9620027	One Writes - Std (OW/Pegboard)
Maintenance - Click Charges - Xerox	542108	9620096	Books/Spiral
Maintenance - Equipment	542101	9620097	Continuous Std
Maintenance - Facility	542100	9620102	Vendor Produced - third party
Meals & Entertainment	568108	9620103	Laser - Std
Meetings & Conferences-Company	566100	9620104	Snapsets
Miscellaneous	576104	9620105	Custom Alltrade
Other employee costs - Recognition (incentives)	522101	9620106	Baseforms - Printing
Other employee costs-Misc (safety)	522103	9620107	Stock/Pick & Pack Accessories
Other employee costs-Non-Travel/Food Expense	522102	9620142	Custom Continuous
Promotional Services - Advertising Materials	524101	9620143	Custom Lasers, etc.
Promotional Services-Print/Photography/Comp	524112	9620144	Full Colour (Dots)
Recruiting & relocation-General Taxable	518100		
Recruiting & Relocation-Hiring Costs	518103	9620108	OH Fixed
Recycled Paper	576104	9620109	OH Variable - Equipment Maintenance
Rental Charge - Computer equipment	546101	9620110	OH Materials
Rental Charge - Facility	546100		
Rental Charge - Non-computer equipment	546102	9620028	Order Management
Rental Charge - Storage Costs	546107	9620030	Unique Customer Service
Research & Development-Marketing	534106	9620033	Telesales Admin
Service Contracts	542101	9620035	Inbound Std & Add Features
Specialized Services-Environmental	528100	9620036	Internal Direct Sales
Specialized Services-Finance	528103		
Specialized Services-Legal	528101	9620041	Corporate Database Marketing
Supplies - Office (incl office equip, computers)	570100	9620042	Alliance Marketing
Supplies - Production Materials (press parts, etc)	570101	9620043	Business Development
Telephone	548100	9620044	Analytic Services Canada
Tradeshaw Expenses	524105	9620045	Database Management
Travel	568100	9620047	Advertising
Utilities	550100	9620048	Channel Marketing
		9620049	National Sales Management
		9620050	Quebec Field Sales
		9620055	National Accounts
		9620086	Order Management Admin
		9620128	LogoMojo Cost of Service
		9620129	LogoMojo Other Media
		9620130	LogoMojo G&A Projects
		9620131	LogoMojo Amort G&A Projects
		9620021	Delivery Nebs CAD
		9620062	Delivery SFG CAD
		9620100	Delivery to & from Mississauga
		9630009	Payroll Service Telesales Midland
		9630011	Payroll Service Marketing
		9630012	Payroll Service Field Sales
		9630015	Payroll Service Sales & Service
		9640003	Safeguard Telesales & Svc, Field Sls
		9790012	Dots Customer Service
		9790015	Dots Channel Marketing
		9790016	Dots National Sales Management
		9790024	Dots Vendor Produced
		9790026	Dots Imprinting
		9790027	Dots Overhead Fixed
		9790028	Dots Overhead Variable
		9790029	Dots Overhead Material
		9790030	Dots Freight
		9830014	All Trade Finance
		9830017	All Trade Customer Service
		9830022	All Trade Outsource
		9830026	All Trade Delivery
		9830030	All Trade Imprinting
		9830031	All Trade Overhead Fixed
		9830032	All Trade Overhead Variable
		9830033	All Trade Overhead Material

**NOTE**

All Account # on this sheet must be followed by one of the above cost centers.

Service Fees - Nebs - 9620017- 560100 (4790004)  
& Late Fees - Dots - 9790005 - 560100 (4970004)

Nebs Outsource - 9620102 - 502104 - (4790233)

Phones - 9620013 - (4610327)  
BRM Canada Post - 9490032/572103 - (4220634)  
Ad Mail - 9620016/524101 - (4790002)  
Rose Printing SG - 9620117 - (4810212)