

# Business Printing 2024



Products to help you manage and promote your business.



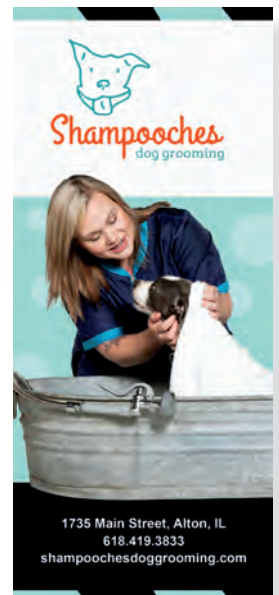
PRICES EFFECTIVE  
FEBRUARY 5, 2024

# Full color is everything



Booklets • Menus • Rack Cards • Labels • Stickers • Flyers • Sell Sheets • Postcards • Banners  
Posters • Yard Signs • Magnets • Presentation Folders • Business Cards • Stationery • And More

Whether you're a new or experienced business, we understand your needs and we're here to help. With a variety of engaging full-color print solutions, there are many ways to get your business noticed. See for yourself on pages 133-141.





Self-Inking and Pre-Inked Stamps

Ordering Is Easy

1 CHOOSE YOUR STAMP TYPE

Pre-Inked or Self-Inking



Pre-Inked Stamps

- Clean, crisp imprint looks almost like printing
- Thousands of perfect impressions



Self-Inking Stamps

- Re-inks with each impression
- Best for rapid, high-volume use



2 CHOOSE YOUR FORMAT

Endorsement or Name & Address

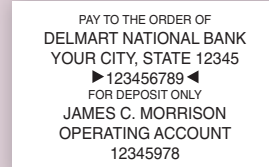
Name & Address Stamps

An easy way to add a return address accurately, quickly and affordably.

Endorsement Stamps

Features the information and format most widely accepted among financial institutions. Please send bank information, including account number, with your order. Ensures quick and accurate deposits.

- Typestyle as shown
- Black ink only
- 102170: 2<sup>3</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>" imprint size
- D2023: 1<sup>13</sup>/<sub>16</sub>" x 1<sup>11</sup>/<sub>16</sub>" imprint size
- No border option available



Not actual size sample of Endorsement Stamp

102170 Self-Inking Endorsement

D2023 Pre-Inked Endorsement

3 CHOOSE YOUR SIZE

Name & Address Stamp available in small, medium and large

Small and medium self-inking stamps come with a protective cover for convenient storage and travel.



102169S Small Self-Inking Name & Address

D2022S Small Pre-Inked Name & Address

- Not available with Monogram or Logo
- 4 lines
- 1<sup>11</sup>/<sub>16</sub>" x 9<sup>9</sup>/<sub>16</sub>" imprint size



102169M Medium Self-Inking Name & Address

D2022M Medium Pre-Inked Name & Address

- 5 lines
- 2<sup>9</sup>/<sub>16</sub>" x 1<sup>13</sup>/<sub>16</sub>" imprint size
- Options: 4 borders, monogram or logo



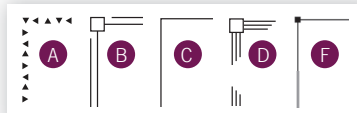
102169L Large Self-Inking Name & Address

D2022L Large Pre-Inked Name & Address

- 6 lines
- 2<sup>3</sup>/<sub>4</sub>" x 1<sup>15</sup>/<sub>16</sub>" imprint size
- Options: 5 borders, monogram or logo

4 CHOOSE YOUR OPTIONS

Border options, Monogram option or Standard Logo option



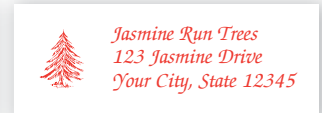
Border options:

- 4 options for medium: A) triangle, C) solid line, E) none or F) corner square
- 5 options for large: A) triangle, B) corner square border 2 lines, C) solid line, D) corner square border 3 lines or E) none



Monogram option:

- Choose any letter of the alphabet (specify when ordering)



Standard Logo option:

- Select one of our Free Business Logos shown on page 173-174 (specify design number when ordering)

5 CHOOSE YOUR INK COLOR



- Name & Address stamps available in blue, red or black ink
- Endorsement stamps available in black ink only

6 CHOOSE A TYPESTYLE

Pick one that suits your company and industry

- Endorsement stamp typestyle as shown

- 5 JASMINE RUN ASSOC.
- 27 *Jasmine Run Associates*
- 59 **Jasmine Run Assoc.**
- 33 **JASMINE RUN ASSOC.**
- 24 *Jasmine Run Associates*
- 60 JASMINE RUN ASSOCIATES

Prices for Stamps

1 (A)

D2022S	SMALL NAME & ADDRESS STAMP, PRE-INKED	57.00
D2022M	MEDIUM NAME & ADDRESS STAMP, PRE-INKED	61.00
D2022L	LARGE NAME & ADDRESS STAMP, PRE-INKED	81.00
D2023	ENDORSEMENT STAMP, PRE-INKED	61.00
102169S	SMALL NAME & ADDRESS STAMP, SELF-INKING	57.00
102169M	MEDIUM NAME & ADDRESS STAMP, SELF-INKING	61.00
102169L	LARGE NAME & ADDRESS STAMP, SELF-INKING	79.00
102170	ENDORSEMENT STAMP, SELF-INKING	61.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.

Save time and put an end to repetitive writing!

### A Personalized Pay-To Stamp

**D056** Pre-Inked  
**102000** Self-Inking

Customers can pay you quickly and easily by stamping your company name on their checks. Keep one at your sales counter or checkout register.

Available in blue, red or black ink.

### B Self-Inking Date Stamp

**D140** Heavy-Duty Plastic  
**D142** Metal

- Room for one line of imprint above and one line below date
- Impression area measures 1 $\frac{5}{8}$ " x 1"
- 10-year date band
- Black ink
- Production time: 10 business days



**D142**  
Industrial-Use Metal



**D140**  
Heavy-Duty Plastic



**102000**  
Self-Inking Pay-To Stamp

### C Signature Stamp

**102025** Pre-Inked

Your official signature, perfectly reproduced on this time-saving stamp. Black ink only.

To order, please send signature written three times with a black, fine-line, felt-tip pen on white unruled paper.



Actual Size

Sample Imprint



**D**



Border Styles

### D Coupon Stamp

**102178** Self-Inking

Coupon stamps used on business cards, receipts and invoices are a great way to feature special promotions and attract new customers.

- Choose from 5 border options: A) triangle, B) corner square border 2 lines, C) solid line, D) corner square border 3 lines or E) none
- Imprint up to 6 lines of type
- Available in blue, red or black ink
- 2 $\frac{3}{8}$ " x 1" imprint size

*Don't see what you're looking for?  
Create your own Stock Stamp.*

### E Stock Stamps

**103001-103078** Self-Inking

Available in blue, red or black ink.

### F Design-Your-Own Self-Inking Stock Stamps

**103046** 1 $\frac{11}{16}$ " x  $\frac{9}{16}$ " imprint size

Don't see the stock stamp that fits your needs, create your own. Customize this self-inking stamp to your exact specifications by entering your own text and choosing a typestyle. Available in blue, red or black ink.

Also available, but not shown:

**103047** 2 $\frac{1}{8}$ " x  $\frac{5}{8}$ " imprint size

**103048** 2 $\frac{5}{16}$ " x  $\frac{29}{32}$ " imprint size



**F**

**E**

103002 <b>PAID</b>	103001 <b>PAST DUE</b>
103010 <b>PAID</b> Check No. _____ Amount _____ Date _____	103026 <b>COPY</b>
103006 <b>PAID</b> Ck.No. _____ Date _____	103008 <b>POSTED</b>
103004 <b>VOID</b>	

Additional Stock Stamps available! Call for details.

#### Prices for Stamps

1 (A)

D140	PLASTIC DATE STAMP, SELF-INKING	95.00
D142	METAL DATE STAMP, SELF-INKING	117.00
D056	PAY-TO STAMP, PRE-INKED	57.00
102000	PAY-TO STAMP, SELF-INKING	55.00
102025	SIGNATURE STAMP, PRE-INKED	81.00
102178	COUPON STAMP, SELF-INKING	57.40
103046	DESIGN-YOUR-OWN SELF-INKING	77.00
103047	DESIGN-YOUR-OWN SELF-INKING	83.00
103048	DESIGN-YOUR-OWN SELF-INKING	91.00
103001-103026	STOCK SELF-INKING STAMPS	34.00
103078	STOCK SELF-INKING STAMPS	43.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.



# Products designed for your specific line of business.

## Contractor PAGES 70-77

- |   |                    |                     |
|---|--------------------|---------------------|
| Change Orders                                 | Portable Desks     | Service Orders      |
| Estimates                                     | Pricing Sheets     | • HVAC              |
| Job Work Orders                               | Proposals          | • Plumbing          |
| Landscaping Work Orders, Proposals, Estimates | Quotations         | Time Cards          |
|   | Quote Records      | Work Order Invoices |
|   | Service Agreements | • Landscaping       |
|   |                    | • Electrical        |
|   |                    | and More!           |

## Service and Repair PAGES 78-82

- |                       |                           |                |
|-----------------------|---------------------------|----------------|
| Fuel Meter Tickets    | Repair Tags and Envelopes | Service Orders |
| Cleaning Work Orders  | Work Order/Invoices       | • Computer     |
| Site Reports          | Job Invoices              | • Electrical   |
| Jewelry Repair Orders |                           | • Pest Control |
|                       |                           | • TV and More  |

## Automotive PAGES 83-90

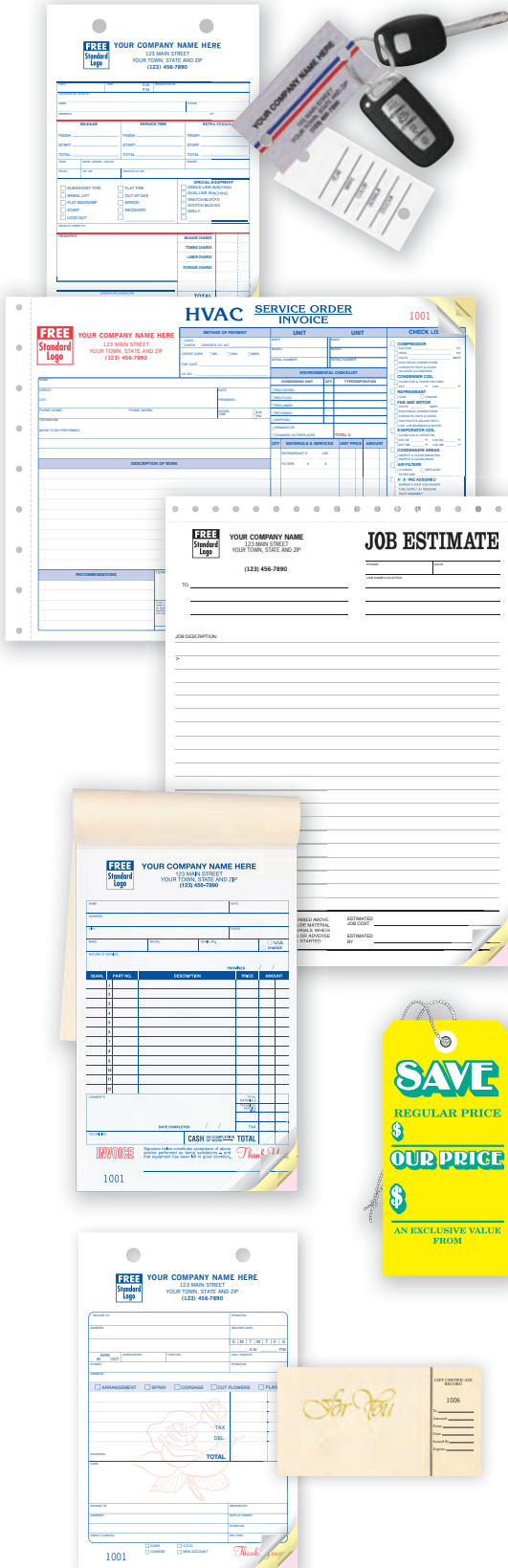
- |                   |                            |                |
|-------------------|----------------------------|----------------|
| Auto Parts Forms  | Key Tags                   | Repair Orders  |
| Auto Repair Forms | Marine Sales/Service Forms | • Autobody     |
| Dispatch Books    | Repair Envelopes           | • Automotive   |
| Estimates         | Sales Slips                | • Garage       |
| Floor Mats        | Service Books              | • Glass repair |
| Job Invoices      | Service Labels             | • Motorcycle   |
|                   |                            | Service Orders |
|                   |                            | Stickers       |
|                   |                            | Towing Books   |

## Healthcare PAGES 91-96

- |                              |                         |                          |
|------------------------------|-------------------------|--------------------------|
| ADA Signature Release Labels | CMS Claim Forms         | Progress Notes           |
| Chart Tabs                   | Dental Exam Records     | Payment Return Envelopes |
| Claim Form Envelopes         | File Folders and Labels |                          |

## Retail PAGES 97-109

- |                   |                   |                    |
|-------------------|-------------------|--------------------|
| Register Forms    | Easy Tags         | Price Tags         |
| • Bakery          | Florist Forms     | Receipt Books      |
| • Garden Supply   | Gift Price Tags   | Repair Tags        |
| • Jewelry         | Gift Certificates | Restaurant Forms   |
| • Picture Framing | Pricing Guns      | Sale Tags & Labels |
| • Pharmacy        |                   | and More!          |
| • Sporting Goods  |                   |                    |



**A**

**Proposal** Page No. \_\_\_\_\_ of \_\_\_\_\_ Pages

**FREE Standard Logo** YOUR COMPANY NAME HERE 1001  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

PROPOSAL SUBMITTED TO: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_  
STREET: \_\_\_\_\_ JOB NAME: \_\_\_\_\_  
CITY, STATE AND ZIP CODE: \_\_\_\_\_ JOB LOCATION: \_\_\_\_\_  
ARCHITECT: \_\_\_\_\_ DATE OF PLANS: \_\_\_\_\_ JOB PHONE: \_\_\_\_\_

We hereby submit specifications and estimates for:

**771C** SELF-SEAL: 5030C

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of: \_\_\_\_\_ dollars (\$ \_\_\_\_\_).

Payment to be made as follows: \_\_\_\_\_

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_

**B**

**FREE Standard Logo** YOUR COMPANY NAME  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

**PROPOSAL**

JOB NO. \_\_\_\_\_  
JOB NAME \_\_\_\_\_  
LOCATION \_\_\_\_\_  
DATE \_\_\_\_\_

TO \_\_\_\_\_

We hereby submit specifications and estimates for:

Area below for additional description and/or drawings:

**WE PROPOSE** hereby to furnish material and labor — complete in accordance with the above specifications, for the sum of: \_\_\_\_\_ dollars (\$ \_\_\_\_\_).

Payment to be made as follows: \_\_\_\_\_

**ACCEPTANCE OF PROPOSAL** — The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Customize this product!  
See pages 168-171.

### A Proposal/Acceptance

118

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 3  
**ENVELOPES:** 740, SELF-SEAL 762-1

Includes space for Total Cost, Terms of Payment and Details of Agreement. Light double-spaced rules for easy writing.

### B Proposal/Acceptance

274

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 3  
**ENVELOPES:** 740, SELF-SEAL 762-1

Use graph paper area for drawings and additional specs. Plus, avoid misunderstandings by having customers sign, accepting your proposal and terms. Authorized signature line included. Additional customization options include imprinting your custom logo.

#### Prices for Proposal/Acceptance Forms and Companion Envelopes (A)

PROPOSAL/ACCEPTANCE FORMS	PARTS	100	250	500	1000	2000
118-3 CLASSIC PROPOSAL	3 PART	183.00	304.00	440.00	664.00	1097.00
274-3 PROPOSAL WITH GRAPH	3 PART	183.00	304.00	440.00	664.00	1097.00
COMPANION ENVELOPES		100	250	500	1000	2000
740-1 STANDARD #10		—	83.00	109.00	159.00	283.00
762-1 STANDARD #10, SELF-SEAL		—	102.00	134.00	200.00	378.00
771C DUAL WINDOW		22.00	33.00	49.00	85.00	157.00
5030C DUAL WINDOW, SELF-SEAL		93.00	113.00	166.00	244.00	448.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** Prices include: Printing your heading (up to 6 lines including phone/fax). TYPESTYLES: 1-6, 8-11, 13, 15, 16 (see p. 172).

**PROPOSAL** 1001

LAND & WATER PRESERVATION ASSOCIATION  
123 Main Street • Boston, MA 02145 • 1-555-555-1234

TEST WATER QUALITY FOR:

oil/automotive fluids  heavy metals  pesticides  fertilizers  landscape chemicals  
 bacteria  food waste  cleaning fluid  pH  other

estimated cost of labor: \_\_\_\_\_  
estimated cost of materials: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

TEST AIR QUALITY FOR:

carbon monoxide (CO)  oxides of nitrogen (NOx)  volatile organic compounds (VOC's)  
 sulfur  ozone  gamma radiation  other

estimated cost of labor: \_\_\_\_\_  
estimated cost of materials: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

TEST SOIL QUALITY FOR:

sediment contamination  endotoxins  pH  macro invertebrates  crusting  
 root congestion  consistency/texture  other

estimated cost of labor: \_\_\_\_\_  
estimated cost of materials: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

Don't Forget Envelopes!  
Designed specifically for your forms.

**740-1** SELF-SEAL: 762-1

## Custom Solutions®

Save Time and Look Great!

Design your forms to feature only the information and fields you need. You'll maximize productivity and profitability while you cut wasted time, effort — and mistakes. Best of all, Custom Solutions is easy and affordable.



PRODUCT 5500 Page 0

**FREE Standard Logo** YOUR COMPANY NAME  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

**HOME IMPROVEMENT PROPOSAL/CONTRACT** 1001  
You are entitled to a completely filled out copy of this agreement signed by both you and the contractor before any work may be started.

Submitted To: \_\_\_\_\_ JOB PHONE: \_\_\_\_\_  
JOB LOCATION: \_\_\_\_\_ DATE OF PAPER: \_\_\_\_\_  
ACCEPTED: \_\_\_\_\_ CONTRACTOR DATE (Signature): \_\_\_\_\_

DESCRIPTION OF THE PROJECT AND DESCRIPTION OF THE SIGNIFICANT MATERIALS TO BE USED AND EQUIPMENT TO BE INSTALLED

**5036**  
**771C** SELF-SEAL: 5030C

**INFORMATION ABOUT THE CONTRACTORS STATE LICENSE BOARD (CSLB)**  
CSLB is the state consumer protection agency that licenses and regulates construction contractors. Contact CSLB for information about the licensed contractor you are considering, including information about disclosed complaints, disciplinary actions and civil judgments that are reported to CSLB. Use only licensed contractors. If you file a complaint against a licensed contractor within the legal deadline (usually four years), CSLB has authority to investigate the complaint. If you use an unlicensed contractor, CSLB may not be able to help you resolve your complaint. Your only remedy may be in civil court, and you may be liable for damages arising out of any injuries to the unlicensed contractor or the unlicensed contractor's employees.  
For more information: Visit CSLB's website at [www.cslb.ca.gov](http://www.cslb.ca.gov), Call CSLB at 1-800-321-CSLB (2752) Write CSLB at P.O. Box 26000, Sacramento, CA 95826

We propose to perform the above work and to complete it in a workmanlike manner according to standard practices for the sum of:

Contract Price: \_\_\_\_\_ Down Payment: \_\_\_\_\_ (not to exceed \$1,000 or 10 percent of the contract price, whichever is less)

**SCHEDULE OF PROGRESS PAYMENTS.** The Contract Price shall be paid in progress payments, which do not include finance charges of any kind, according to the following schedule:

\_\_\_\_% (\$ \_\_\_\_\_) upon signing Contract;  
\_\_\_\_% (\$ \_\_\_\_\_) upon completion of \_\_\_\_\_;  
\_\_\_\_% (\$ \_\_\_\_\_) upon completion of \_\_\_\_\_;  
\_\_\_\_% shall be made forthwith upon completion of work under this contract.

**ACCEPTANCE OF PROPOSAL.** You are authorized to do the work as specified. Payment will be made as outlined above. This work is not provided for in any other agreement and no contractual rights arise until this proposal is accepted in writing.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You, the Buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the Notice of Cancellation form (reverse side) for an explanation of this right.

IMPORTANT INFORMATION ON BACK.

Page No. \_\_\_\_\_ of \_\_\_\_\_ Pages

**FREE Standard Logo** YOUR COMPANY NAME  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

**Proposal** 1001

To: \_\_\_\_\_

DATE: \_\_\_\_\_ JOB PHONE NO: \_\_\_\_\_  
JOB NAME: NO: \_\_\_\_\_  
JOB LOCATION: \_\_\_\_\_

We hereby submit specifications and estimates for:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements, contingencies, terms and conditions of change orders are hereby accepted. Buyer carries full, complete and other necessary insurance. Our services are fully covered by Workman's Compensation Insurance.

We propose to furnish material and labor - complete in accordance with above specifications, for the sum of: \_\_\_\_\_ dollars (\$ \_\_\_\_\_)

Payment to be made as follows: \_\_\_\_\_

UP TO THREE LINES FOR THIS SPECIAL WORKING PRINTED HERE.

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Cancellation must be done in writing.

**Acceptance of Proposal:** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**771C** SELF-SEAL: 5030C

Print the terms and conditions of your specific line of business at no additional charge!

Layout A:  
**STANDARD CONTRACTOR TERMS**

Layout B:  
**FLOORING CONTRACTOR TERMS**

Layout C:  
**PLUMBING CONTRACTOR TERMS**

Layout D:  
**YOUR OWN TERMS (Up to 14 lines)**

**FREE Standard Logo** YOUR COMPANY NAME  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

**PROPOSAL**

Page No. \_\_\_\_\_ of \_\_\_\_\_ Pages

To: \_\_\_\_\_

Job Name: NO: \_\_\_\_\_  
Location: \_\_\_\_\_  
Phone: \_\_\_\_\_

We hereby submit specifications and estimates for:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements, contingencies, terms and conditions of change orders are hereby accepted. Buyer carries full, complete and other necessary insurance. Our services are fully covered by Workman's Compensation Insurance.

We propose to furnish material and labor - complete in accordance with these specifications, for the sum of: \_\_\_\_\_ dollars (\$ \_\_\_\_\_)

Payment as follows: \_\_\_\_\_

UP TO THREE LINES FOR THIS SPECIAL WORKING PRINTED HERE.

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Cancellation must be done in writing.

**Acceptance of Proposal:** The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Need something different?  
Call us for a free custom quote.

Protect your forms with a Portable Desk.  
Sold on page 72.

**C California State Proposal**

**5550**

<b>FORM SIZE:</b>	8 1/2" x 13 1/4" DETACHED
<b>PARTS:</b>	3
<b>ENVELOPES:</b>	DUAL WINDOW 771C, SELF-SEAL 5030C SINGLE WINDOW 5036

Itemizes conditions specific to the state of California.  
Long 13 1/4" format.

Also available, but not shown:

**NY State Proposal**

**5551**

<b>FORM SIZE:</b>	8 1/2" x 11" DETACHED
<b>PARTS:</b>	3
<b>ENVELOPES:</b>	DUAL WINDOW 771C, SELF-SEAL 5030C SINGLE WINDOW 5036

Special clauses printed on back of ALL copies help protect you and your customer.

**D Proposal with Variable Terms**

**5505**

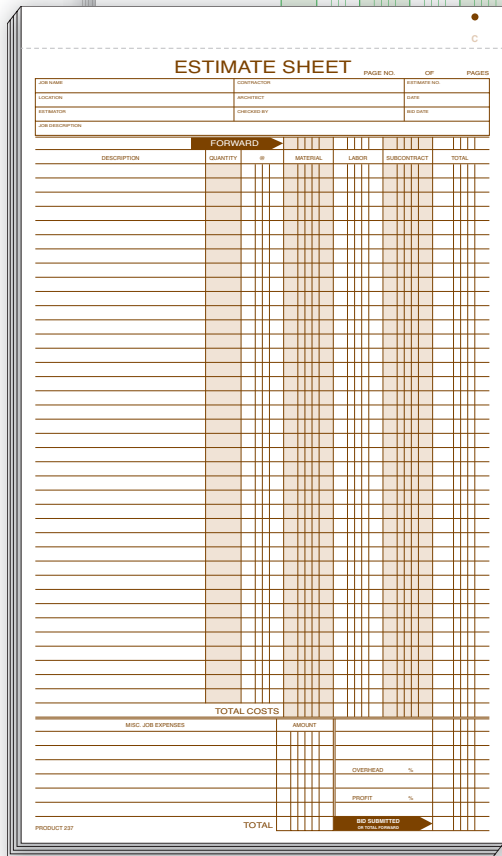
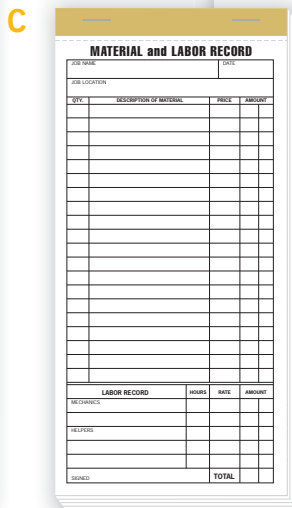
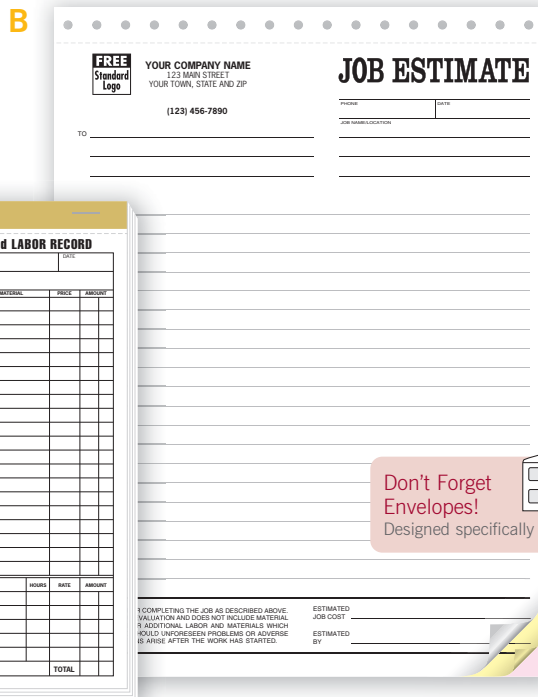
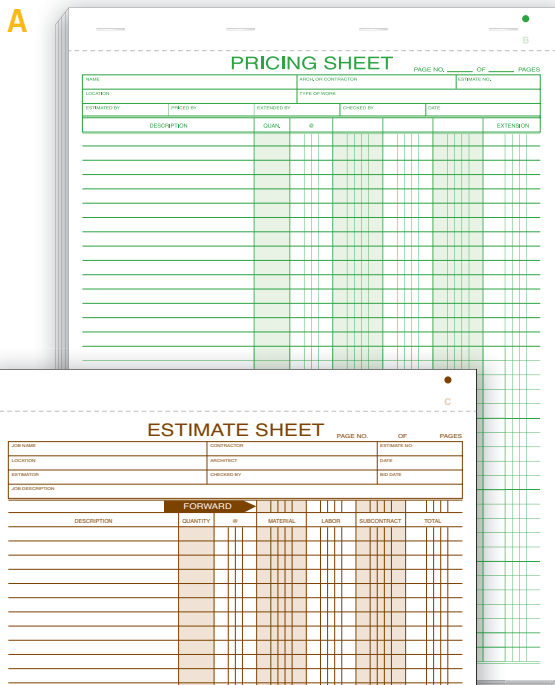
<b>FORM SIZE:</b>	8 1/2" x 11" DETACHED
<b>PARTS:</b>	3
<b>ENVELOPES:</b>	DUAL WINDOW 771C, SELF-SEAL 5030C SINGLE WINDOW 5036

Prices for Proposals and Companion Envelopes (A)

PROPOSAL/ACCEPTANCE FORMS	PARTS	100	250	500	1000	2000
5505-3 PROPOSAL W/ VARIABLE TERMS	3 PART	146.40	243.40	352.60	532.80	879.40
5510-3 20# COTTON BOND PROPOSAL	3 PART	183.00	304.00	440.00	664.00	1097.00
5550-3 CA STATE PROPOSAL	3 PART	185.00	374.00	508.00	755.00	1441.00
5551-3 NY STATE PROPOSAL	3 PART	147.00	243.60	352.80	533.40	879.20
COMPANION ENVELOPES		100	250	500	1000	2000
771C DUAL WINDOW		22.00	33.00	49.00	85.00	157.00
5030C DUAL WINDOW, SELF-SEAL		93.00	113.00	166.00	244.00	448.00
5036-1 SINGLE WINDOW, IMPRINTED		—	124.00	166.00	255.00	465.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. Prices include printing your heading up to 5 lines, plus 2 lines for phone/fax. TYPSTYLES: 1-6, 8-11, 13, 15, 16 (see p. 172).

Need a special line of type on your proposal? Add extra wording for only \$9.95!



**Don't Forget Envelopes!**  
Designed specifically for your forms.



### A Pricing Sheets

**235**

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** PAD OF 50 FORMS

Plenty of room for description, quantity, price and more. Ends "ballpark" figuring and reduces errors.

### C Material and Labor Record

**230**

**PAGE SIZE:** 4 1/4" x 8 1/4" DETACHED  
**PARTS:** 100 SHEETS PER PAD, CARBON INCLUDED

Up-to-the-minute project cost provides a comparison with estimate or a reference for billing customers.

### B Job Estimate

**215**

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 2 OR 3  
**ENVELOPES:** DUAL WINDOW 771C  
SELF-SEAL 5030C  
SINGLE WINDOW 5036-1

Protect against unreasonable claims when you write up estimated costs with details such as labor, materials, miscellaneous expenses and more. Includes "estimate only" disclaimer.

### D Estimate Sheets

**237**

**FORM SIZE:** 8 1/2" x 14" DETACHED  
**PARTS:** PAD OF 50 FORMS

Columns for materials, quantities, labor and subcontractors. Handles take-off, pricing, extending work, overhead and profit.



Protect your forms with a Portable Desk.

### E Portable Desk D902

FITS FORMS UP TO 5 1/2" x 9 1/2"

Made of durable, lightweight aluminum, our Portable Desk protects your forms from wind, rain and grease.

#### Prices for Contractor Forms, Portable Desks and Companion Envelopes (A)

FORMS	PARTS	100	250	500	1000	2000
215-2 JOB ESTIMATE	2 PART	145.00	236.00	315.00	483.00	780.00
215-3 JOB ESTIMATE	3 PART	130.20	217.00	309.40	474.60	778.40
<b>PRICING AND ESTIMATE SHEETS</b>			250 SHEETS	500 SHEETS	1000 SHEETS	2500 SHEETS
235 PRICING SHEETS			111.00	183.00	283.00	576.00
237 ESTIMATE SHEETS			123.00	185.00	299.00	587.00
<b>MATERIAL AND LABOR RECORD</b>			10 PADS	25 PADS	50 PADS	100 PADS
230 MATERIAL AND LABOR RECORD	1 PART		132.00	206.00	344.00	578.00
<b>PORTABLE DESKS</b>					1	
D902 SMALL PORTABLE DESK					70.00	
<b>COMPANION ENVELOPES</b>		100	250	500	1000	2000
771C DUAL WINDOW		22.00	33.00	49.00	85.00	157.00
5030C DUAL WINDOW, SELF-SEAL		93.00	113.00	166.00	244.00	448.00
5036-1 SINGLE WINDOW, IMPRINTED		—	124.00	166.00	255.00	465.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. FORM Prices include: Printing your heading (product 215 only), up to 5 lines plus 2 lines for phone/fax. TYPESTYLES: 1-6, 8-11, 13, 15, 16 (see p. 172). All other products are not imprinted.



F

**FREE Standard Logo** YOUR COMPANY NAME  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

**LETTER OF TRANSMITTAL** 1001

TO \_\_\_\_\_

WE ARE SENDING YOU  Attached  Under separate cover via \_\_\_\_\_ the following items:

Shop drawings  Prints  Plans  Samples  Specifications  
 Copy of letter  Change Order

COPIES	DATE	NO.	DESCRIPTION

THESE ARE TRANSMITTED as checked below:

For approval  Approved as submitted  Resubmit \_\_\_\_\_ copies for approval  
 For your use  Approved as noted  Submit \_\_\_\_\_ copies for distribution  
 As enclosed  Returned by copy/print  Return \_\_\_\_\_ corrected prints  
 For review and comment

PRINTS RETURNED AFTER LOAN TO US

Transmittals, Change Orders, Quotations, Authorizations

G

**FREE Standard Logo** COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

**CHANGE ORDER**

Number \_\_\_\_\_

TO \_\_\_\_\_

PERSON: \_\_\_\_\_ DATE: \_\_\_\_\_  
JOB NUMBER LOCATION: \_\_\_\_\_  
JOB NUMBER: \_\_\_\_\_ JOB PHONE: \_\_\_\_\_  
PREVIOUS CONTRACT #/VAL: \_\_\_\_\_ DATE OF PREVIOUS CONTRACT: \_\_\_\_\_

We hereby agree to make the change(s) specified below:

Part of and in conformance with the existing contract, \_\_\_\_\_ called above at this price ⇄ \$ \_\_\_\_\_

PREVIOUS CONTRACT AMOUNT	\$
REVISED CONTRACT TOTAL	\$

ACCEPTED — The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless \_\_\_\_\_

Date of acceptance: \_\_\_\_\_  
Signature: \_\_\_\_\_ (OWNER)

Don't Forget Envelopes!  
Designed specifically for your forms.



H

**FREE Standard Logo** YOUR COMPANY NAME  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

**QUOTATION** 1001

PLEASE INDICATE THE ABOVE NUMBER WHEN ORDERING

TO \_\_\_\_\_

QUOTATION DATE: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_  
ISSUE/REV: \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_

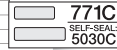
QUANTITY	DESCRIPTION	PRICE	AMOUNT

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ADVISED WE WILL RECEIVE OUR PROMPT ATTENTION. THIS QUOTATION IS SUBJECT TO THE CONDITIONS PRINTED ON REVERSE SIDE, AND IS VALID FOR \_\_\_\_\_ DAYS, THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.

BY \_\_\_\_\_ ACCEPTED \_\_\_\_\_ DATE \_\_\_\_\_

SEND AND RETURN YELLOW ACCEPTANCE COPY WHEN ORDERING.

Thank You!



F Letter of Transmittal 240

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 2  
**ENVELOPES:** DUAL WINDOW 771C  
 SELF-SEAL 5030-C  
 SINGLE WINDOW 5036-1

H Quotation Form 290

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 3  
**ENVELOPES:** DUAL WINDOW 771C  
 SELF-SEAL 5030C  
 SINGLE WINDOW 5036-1

G Change Order 271

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 3  
**ENVELOPES:** DUAL WINDOW 771C  
 SELF-SEAL 5030C  
 SINGLE WINDOW 5036-1

Prevent work delays and misunderstandings. Design provides space for detailed descriptions of changes in materials, costs, labor and more. Includes authorization line.

Worksheet on back has space to record results and follow-up.

J Additional Work Authorization 120

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 3

Eliminate disputes, prevent misunderstandings and look professional before any additional work is done. Includes authorization signature line.

K Additional Work Authorization 273

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 3

Accurately record any new job expenses.

J

**ADDITIONAL WORK AUTHORIZATION**

**creative** 183 Stonewall St. Brattleboro, VT 05303 802-555-5321 1001

CONTRACT NUMBER: \_\_\_\_\_ DATE OF ORDER CONTRACT: \_\_\_\_\_

You are authorized to perform the following specifically described additional work:

FOR ABOVE WORK IS: \$ \_\_\_\_\_

under same conditions as specified in original contract unless otherwise stipulated.

Signature: \_\_\_\_\_ (OWNER)

Materials - complete in accordance with the above specifications, at above stated price.

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

**3 IS CHANGE ORDER NO.**

In conformance with the existing contract.

K

Prices for Transmittals, Change Orders, Quotations and Authorizations (A)

PRODUCT	PARTS	100	250	500	1000	2000
120-3	ADDITIONAL WORK AUTHORIZATION 3 PART	183.00	304.00	440.00	664.00	1097.00
240-2	TRANSMITTAL 2 PART	149.00	242.00	321.00	503.00	800.00
271-3	CHANGE ORDER 3 PART	183.00	304.00	440.00	664.00	1097.00
273-3	ADDITIONAL WORK AUTHORIZATION 3 PART	183.00	304.00	440.00	664.00	1097.00
290-3	QUOTATION FORM 3 PART	183.00	304.00	440.00	664.00	1097.00
<b>COMPANION ENVELOPES</b>		<b>100</b>	<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>
771C	DUAL WINDOW	22.00	33.00	49.00	85.00	157.00
5030C	DUAL WINDOW, SELF-SEAL	93.00	113.00	166.00	244.00	448.00
5036-1	SINGLE WINDOW, IMPRINTED	—	124.00	166.00	255.00	465.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. Prices include printing your heading (120-3: up to 6 lines including phone/fax; 271-3: up to 4 lines plus 2 for phone/fax; 273 up to 5 lines max; All others: up to 5 lines plus 2 for phone/fax). TYPESTYLES: 1-6, 8-11, 13, 15, 16 (see p. 172).

Contractor

MANAGE YOUR BUSINESS

H

Work Orders, Job Invoices, Electrical

K

Contractor

J

L

M

H Work Order/Invoice

6545

**FORM SIZE:** 8 3/4" x 8 1/2" DETACHED  
**PARTS:** 2 OR 3; LAST PART IS MANILA TAG STOCK  
**ENVELOPES:** DUAL WINDOW 772C SELF-SEAL 5025C

This work order/invoice in one saves time: when the job is done, just detach your invoice. Generous format lets you easily capture all the details, including customer authorization.

J Job Invoice/Work Order

211

**FORM SIZE:** 5 7/8" x 8 1/2" DETACHED  
**PARTS:** 2 OR 3; LAST PART IS MANILA TAG STOCK  
**ENVELOPES:** SINGLE WINDOW 700

Saves time, hassles, errors and disputes: combines work order, invoice and cost records. Features large area to take complete orders and customer authorization line.

K Electrical Work Order/Invoice

6520

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 3; LAST PART IS MANILA TAG STOCK  
**ENVELOPES:** DUAL WINDOW 771C, SELF-SEAL 5030C

Just for electricians! Accurate records are fast and easy with the 40+ common jobs checklist, plus room to list labor, parts, quantities and more.

L Job Order/Invoice

6544

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 2 OR 3; LAST PART IS MANILA TAG STOCK  
**ENVELOPES:** DUAL WINDOW 771C, SELF-SEAL 5030C

A large version, all-in-one work order, invoice and cost record is big on efficiency and features lots of space for important details/costs, plus authorization line.

M Job Work Order

6558

**FORM SIZE:** 5 7/8" x 8 1/2" DETACHED  
**PARTS:** 2 OR 3; LAST PART IS MANILA TAG STOCK

Triple your efficiency! Work order, invoice and cost record are all in one compact form. Features extra-large area for work descriptions and authorization line to prevent disputes.

Prices for Work Orders, Job Invoices and Companion Envelopes (A)

PRODUCT	PARTS	250	500	1000	2000	4000
6520-3 ELECTRICAL WORK ORDER	3 PART	321.00	467.00	778.00	1534.00	2791.00
211-2 JOB INVOICE/WORK ORDER	2 PART	219.00	321.00	546.00	852.00	1473.00
211-3 JOB INVOICE/WORK ORDER	3 PART	285.00	417.00	700.00	1092.00	1979.00
6544-2 JOB ORDER INV, CARBONLESS	2 PART	268.00	440.00	739.00	1344.00	—
6544-3 JOB ORDER INV, CARBONLESS	3 PART	321.00	467.00	778.00	1534.00	—
6545-2 WORK ORDER INV, CARBONLESS	2 PART	268.00	440.00	739.00	1344.00	—
6545-3 WORK ORDER INV, CARBONLESS	3 PART	321.00	467.00	778.00	1534.00	—
6558-2 JOB WORK ORDER, CARBONLESS	2 PART	219.00	321.00	546.00	852.00	1473.00
6558-3 JOB WORK ORDER, CARBONLESS	3 PART	285.00	417.00	700.00	1092.00	1979.00
<b>COMPANION ENVELOPES</b>		<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>	<b>4000</b>
700-1 SINGLE WINDOW, IMPRINTED		104.00	143.00	215.00	361.00	614.00
771C DUAL WINDOW		33.00	49.00	85.00	157.00	297.00
772C DUAL WINDOW		70.00	111.00	195.00	304.00	535.00
5025C DUAL WINDOW, SELF-SEAL		127.00	157.00	245.00	433.00	809.00
5030C DUAL WINDOW, SELF-SEAL		113.00	166.00	244.00	448.00	689.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. Prices include: Printing your heading (211/6558: up to 6 lines; 700: up to 4 lines; all others: up to 5 lines, plus 2 lines for phone/fax). TYPESYLES: 1-6, 8-11, 13, 15 (see p. 172).

Just phone, email or mail your order in . . . or see us in person. It's that easy!

MANAGE YOUR BUSINESS



### B LANDSCAPING Work Order/Invoice 1001

**FREE Standard Logo** YOUR COMPANY NAME  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

TO: \_\_\_\_\_

DATE OF ORDER: \_\_\_\_\_ HOME TEL: \_\_\_\_\_  
ORDER NUMBER: \_\_\_\_\_ WORK TEL: \_\_\_\_\_  
CUSTOMER GENERAL:  SEASONAL CONTRACT  REPEAT  
SPENDING DATE: \_\_\_\_\_  ONETIME JOB

JOB NAME: TEL: \_\_\_\_\_  
JOB LOCATION: \_\_\_\_\_  
ORDER DATE: \_\_\_\_\_ JOB TEL: \_\_\_\_\_

TERMS: \_\_\_\_\_

CHECKMARKS DENOTE:  WORK COMPLETED  WORK TO BE DONE

PREPARATION	PLANTING	MULCHING	EDGING/SOURCES	PLANTING/TRIMMING	FERTI
DESIGN/PLANNING	SHRUBS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GRADING	HEDGES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOIL PREPARATION	TREES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAWN INSTALLATION	FLOWERING PLANTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOIL SEEDING	DESCRIPTION OF WORK				
LAWN MAINTENANCE					
MOWING					
FERTILIZING					
LIME					
SEEDING					
AERIFICATION					
STRAWING					
INSECT AND WEED CONTROL					
HYDROSEEDING					
TOTAL LABOR					
CITY MATERIAL					
UNIT					
AMOUNT					
MASONRY & STONEMANWORK					
STONE WALL					
STAIRS					
TRIMMING					
WALKWAY					
PATIO					
WATER FEATURES					
INSTALL POND					
INSTALL WATER FOUNTAIN					
INSTALL SPRINKLER SYSTEM					
IRRIGATION AND DRAINAGE					
MISCELLANEOUS					
SPRING/FALL CLEANUP					
BOTANICAL					
POST HOLE DIGGING					
STUMP REMOVAL & SPRINGING					
MISC TREE WORK					
DIRTWORK REMOVAL					
TOTAL					

Thank You!



### A Lawn Maintenance Invoice 1001

**FREE Standard Logo** COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

TO: \_\_\_\_\_

DATE: \_\_\_\_\_ HOME TEL: \_\_\_\_\_  
ORDER NUMBER: \_\_\_\_\_ WORK TEL: \_\_\_\_\_  
CUSTOMER GENERAL:  SEASONAL CONTRACT  REPEAT  
SPENDING DATE: \_\_\_\_\_  ONETIME JOB

JOB NAME: TEL: \_\_\_\_\_  
JOB LOCATION: \_\_\_\_\_  
ORDER DATE: \_\_\_\_\_ JOB TEL: \_\_\_\_\_

TERMS: \_\_\_\_\_

ACCOUNT TYPE:  RESIDENTIAL  REGULAR  COMMERCIAL  1-TIME

FREQUENCY:  ANNUALLY - JAN  6 MONTHLY - JUN  3 MONTHLY - MAR  MONTHLY - MAR  8 MONTHLY - FEB  WEEKLY - WED

WORK DONE	FREQUENCY	DESCRIPTION / MATERIALS USED	UNIT
<input type="checkbox"/> LAWN MOWING			
<input type="checkbox"/> EDGING			
<input type="checkbox"/> WEED CONTROL			
<input type="checkbox"/> PRUNING/TRIMMING			
<input type="checkbox"/> FERTILIZING			
<input type="checkbox"/> SPRING/FALL CLEANUP			
EQUIPMENT CHARGE			
TOTAL			

Thank You!



C

### LANDSCAPING PROPOSAL

COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

TO: \_\_\_\_\_

DATE: \_\_\_\_\_ HOME TEL: \_\_\_\_\_  
ORDER NUMBER: \_\_\_\_\_ WORK TEL: \_\_\_\_\_  
CUSTOMER GENERAL:  SEASONAL CONTRACT  REPEAT  
SPENDING DATE: \_\_\_\_\_  ONETIME JOB

JOB NAME: TEL: \_\_\_\_\_  
JOB LOCATION: \_\_\_\_\_  
ORDER DATE: \_\_\_\_\_ JOB TEL: \_\_\_\_\_

TERMS: \_\_\_\_\_

CHECKMARKS DENOTE:  WORK COMPLETED  WORK TO BE DONE

CONTRACTOR LICENSE NO: \_\_\_\_\_ JOB PHONE NO: \_\_\_\_\_  
JOB NAME / NO: \_\_\_\_\_  
JOB LOCATION: \_\_\_\_\_  
LANDSCAPE ARCHITECT: \_\_\_\_\_ DATE OF PLANS: \_\_\_\_\_  
APPROXIMATE STARTING DATE: \_\_\_\_\_ APPROXIMATE COMPLETION DATE: \_\_\_\_\_

I hereby acknowledge the satisfactory completion of the above described work.

Thank You!



### A Lawn Maintenance Invoice 123

**FORM SIZE:** 6 3/8" x 8 1/2" DETACHED  
**PARTS:** 3  
**ENVELOPES:** DUAL WINDOW 772C, SELF-SEAL 5025C

Just for yard services. Create invoices fast and accurately with jobs checklist and room to list labor, materials and more.

### B Landscaping Work Order/Invoice 6570

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 3  
**ENVELOPES:** DUAL WINDOW 771C, SELF-SEAL 5030C

Just for landscapers. Clear, complete and accurate work orders/invoices are easy. Use preprinted checklist to help capture all the landscaping information you need to bill more accurately. Last copy is manila tag.

### C Landscaping Proposal 5568

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 3  
**ENVELOPES:** DUAL WINDOW 771C, SELF-SEAL 5030C

Avoid discrepancies. This form has plenty of room to spell out every part of the job.

Choose the preprinted disclaimer as shown or have your own wording printed at no additional charge!

#### Prices for Landscaping Forms, Lawn Maintenance Forms and Envelopes

PRODUCT	PARTS	250	500	1000	2000	4000
123-3 LAWN MAINTENANCE INVOICE	3 PART	245.00	394.00	614.00	1029.00	1668.00
5568-3 LANDSCAPING PROPOSAL	3 PART	304.00	440.00	664.00	1097.00	1758.00
6570-3 LANDSCAPING W/O INVOICE	3 PART	321.00	467.00	778.00	1534.00	2791.00
COMPANION ENVELOPES		250	500	1000	2000	4000
771C DUAL WINDOW		33.00	49.00	85.00	157.00	297.00
772C DUAL WINDOW		70.00	111.00	195.00	304.00	535.00
5025C DUAL WINDOW, SELF-SEAL		127.00	157.00	245.00	433.00	809.00
5030C DUAL WINDOW, SELF-SEAL		113.00	166.00	244.00	448.00	689.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. up to 5 lines plus 2 for phone/fax and consecutive numbering on all except 5568. TYPESTYLES: 1-6, 8-11, 13, 15 (see p. 172).

### HVAC Order/Invoices, Plumbing Order/Invoice

**HVAC SERVICE ORDER INVOICE 6501**

**FREE Standard Logo** YOUR COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

FORM SIZE: 8 1/2" x 11" DETACHED  
PARTS: 3 OR 4; LAST PART IS MANILA TAG STOCK  
ENVELOPES: DUAL WINDOW 771C SELF-SEAL 5030C

**HVAC SERVICE ORDER INVOICE 6532**

**FREE Standard Logo** YOUR COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

FORM SIZE: 8 1/2" x 11" DETACHED  
PARTS: 3 OR 4; LAST PART IS MANILA TAG STOCK  
ENVELOPES: DUAL WINDOW 771C SELF-SEAL 5030C

**PLUMBING WORK ORDER/INVOICE 6535**

**FREE Standard Logo** YOUR COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

FORM SIZE: 8 1/2" x 11" DETACHED  
PARTS: 3; LAST PART IS MANILA TAG STOCK

**HVAC SERVICE ORDER INVOICE 6531**

**FREE Standard Logo** YOUR COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

FORM SIZE: 8 1/2" x 11" DETACHED  
PARTS: 3; LAST PART IS MANILA TAG STOCK  
ENVELOPES: DUAL WINDOW 771C SELF-SEAL 5030C

**PLUMBING Work Order/Invoice 6540**

**FREE Standard Logo** COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

FORM SIZE: 11" x 8 1/2" DETACHED  
PARTS: 3; LAST PART IS MANILA TAG STOCK  
ENVELOPES: DUAL WINDOW 771C SELF-SEAL 5030C

**F HVAC Service Order/Invoice 6501**

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 3 OR 4; LAST PART IS MANILA TAG STOCK  
**ENVELOPES:** DUAL WINDOW 771C SELF-SEAL 5030C

Job cost record on back itemizes materials and labor, for tracking jobs and calculating profit.

**G HVAC Service Order/Invoice 6531**

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 3; LAST PART IS MANILA TAG STOCK  
**ENVELOPES:** DUAL WINDOW 771C SELF-SEAL 5030C

Write up complete, accurate work orders, invoices and cost details fast in one form. Large format lets you detail labor, materials, compliance and more.

**H HVAC Service Order/Invoice 6532**

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 3 OR 4; LAST PART IS MANILA TAG STOCK  
**ENVELOPES:** DUAL WINDOW 771C SELF-SEAL 5030C

Includes environmental checklist. Last part is durable tag stock, useful for tracking jobs and calculating profit.

**J Plumbing Work Order/Invoice 6535**

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 3; LAST PART IS MANILA TAG STOCK

Create accurate, detailed work orders and invoices in one form. Features 35+ common jobs checklist and lots of room to note materials, labor, work done and more!

**K HVAC Horizontal Service Order/Invoice 6534**

**FORM SIZE:** 11" x 8 1/2" DETACHED  
**PARTS:** 3; LAST PART IS MANILA TAG STOCK

Checklist makes write-ups fast and easy. Includes guidelines to help meet current EPA regulations for refrigerants.

**L Plumbing Work Order/Invoice 6540**

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 3; LAST PART IS MANILA TAG STOCK  
**ENVELOPES:** DUAL WINDOW 771C SELF-SEAL 5030C

Combines work orders and invoices for ease and convenience. A 40+ jobs checklist with lots of room to detail materials, labor and more, means accurate records.



**Prices for HVAC, Plumbing Order/Invoices and Companion Envelopes (A)**

PRODUCT	PARTS	250	500	1000	2000
6501-3, 6532-3	HVAC SERVICE ORDER 3 PART	321.00	467.00	778.00	1534.00
6501-4, 6532-4	HVAC SERVICE ORDER 4 PART	423.00	661.00	1038.00	1772.00
6531-3	HVAC SERVICE ORDER 3 PART	321.00	467.00	778.00	1534.00
6534-3	HVAC SERVICE ORDER 3 PART	321.00	467.00	778.00	1534.00
6535-3	PLUMBING WORK ORDER/INV 3 PART	321.00	467.00	778.00	1534.00
6540-3	PLUMBING WORK ORDER/INV 3 PART	321.00	467.00	778.00	1534.00
<b>COMPANION ENVELOPES</b>		<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>
771C	DUAL WINDOW	33.00	49.00	85.00	157.00
5030C	DUAL WINDOW, SELF-SEAL	113.00	166.00	244.00	448.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** PRICES INCLUDE: Printing your heading (6531 and 6532: up to 4 lines plus 2 lines for phone/fax; all others: up to 5 lines plus 2 lines for phone/fax) and consecutive numbering. TYPESTYLES: 1-6, 8-11, 13, 15, 16 (see p. 172).

Contractor

MANAGE YOUR BUSINESS

**A**

### A Large Job Invoice

**209**

**FORM SIZE:** 8½" x 11" DETACHED  
**PARTS:** 2 OR 3  
**ENVELOPES:** DUAL WINDOW 771C, SELF-SEAL 5030C

Big format for big jobs lets you write up clear, accurate and detailed invoices. Itemize work completed, materials, labor, unit and total pricing. Snapset format.

### B Side Stub Work Order

**213**

**FORM SIZE:** 8½" x 5½" DETACHED  
**PARTS:** 2 OR 3

Versatile and efficient form can be used as work order, customer receipt/invoice and material/labor record. Includes areas for material costs, descriptions, labor and signature. Last copy is manila tag stock.

### C Work Order/Invoice

**GEN0255**

**FORM SIZE:** 6¾" x 8½" DETACHED  
**PARTS:** 2, 3 OR 4  
**ENVELOPES:** DUAL WINDOW 772C, SELF-SEAL 5025C

Includes full area to write description of labor and material costs. When the job is finished, your invoice is complete! Last copy is manila tag.

### D Service Order

**308**

**FORM SIZE:** 4¾" x 7" DETACHED  
**PARTS:** 2 OR 3

Includes preprinted headings and checkboxes that capture all the details you need.

**B**

**C**

**D**

**Need something different?**  
 Call us for a free custom quote.

#### Prices for Service Orders, Work Orders, Invoices and Companion Envelopes (A)

PRODUCT	PARTS	250	500	1000	2000	4000
209-2 JOB INVOICE	2 PART	242.00	321.00	503.00	800.00	1333.00
209-3 JOB INVOICE	3 PART	304.00	440.00	664.00	1097.00	1758.00
213-2 SIDE STUB WORK ORDER	2 PART	219.00	321.00	546.00	852.00	1473.00
213-3 SIDE STUB WORK ORDER	3 PART	285.00	417.00	700.00	1092.00	1979.00
GEN0255-2 WORK ORDER/INVOICE	2 PART	219.00	321.00	546.00	852.00	1473.00
GEN0255-3 WORK ORDER/INVOICE	3 PART	285.00	417.00	700.00	1092.00	1979.00
GEN0255-4 WORK ORDER/INVOICE	4 PART	306.00	449.00	739.00	1262.00	2189.00
308-2 SERVICE ORDER	2 PART	—	215.00	290.00	501.00	773.00
308-3 SERVICE ORDER	3 PART	—	253.00	358.00	644.00	1061.00
<b>COMPANION ENVELOPES</b>		<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>	<b>4000</b>
771C DUAL WINDOW		33.00	49.00	85.00	157.00	297.00
772C DUAL WINDOW		70.00	111.00	195.00	304.00	535.00
5025C DUAL WINDOW, SELF-SEAL		127.00	157.00	245.00	433.00	809.00
5030C DUAL WINDOW, SELF-SEAL		113.00	166.00	244.00	448.00	689.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** Prices include: Printing your heading (up to 5 lines, plus 2 lines for phone/fax numbers on 209 and GEN0255; up to 6 lines on all others) and consecutive numbering. TYPESTYLES: 1-6, 8-11, 13, 15 (see p. 172).



**E**

**FREE Standard Logo** YOUR COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

NAME		DATE OF ORDER
ADDRESS		PHONE
JOB NAME / LOCATION		DATE PROMISED
DESCRIPTION OF WORK		ORDER TAKEN BY
		<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA
QTY.	DESCRIPTION	PRICE
		AMOUNT
LABOR		TOTAL MATERIALS
HOURS		TOTAL LABOR
RATE		TOTAL
AMOUNT		TAX
WORK ORDERED BY		DATE COMPLETED
TOTAL LABOR		TOTAL

1001 **INVOICE** Thank You

**F**

**FREE Standard Logo** YOUR COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

NAME		DATE
ADDRESS		PHONE
JOB NAME / LOCATION		DATE PROMISED
DESCRIPTION OF WORK		ORDER TAKEN BY
		<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA
QTY.	DESCRIPTION	PRICE
		AMOUNT
LABOR		TOTAL MATERIALS
HOURS		TOTAL LABOR
RATE		TOTAL
AMOUNT		TAX
WORK ORDERED BY		DATE COMPLETED
TOTAL LABOR		TOTAL

1001 **INVOICE** Thank You

**G**

**FREE Standard Logo** YOUR COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

NAME		DATE
ADDRESS		PHONE
JOB NAME / LOCATION		DATE PROMISED
DESCRIPTION OF WORK		ORDER TAKEN BY
		<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA
QTY.	DESCRIPTION	PRICE
		AMOUNT
LABOR		TOTAL MATERIALS
HOURS		TOTAL LABOR
RATE		TOTAL
AMOUNT		TAX
WORK ORDERED BY		DATE COMPLETED
TOTAL LABOR		TOTAL

1001 **INVOICE** Thank You

**H**

**FREE Standard Logo** YOUR COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

NAME		DATE
ADDRESS		PHONE
JOB NAME / LOCATION		DATE PROMISED
DESCRIPTION OF WORK		ORDER TAKEN BY
		<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA
QTY.	DESCRIPTION	PRICE
		AMOUNT
LABOR		TOTAL MATERIALS
HOURS		TOTAL LABOR
RATE		TOTAL
AMOUNT		TAX
WORK ORDERED BY		DATE COMPLETED
TOTAL LABOR		TOTAL

1001 **INVOICE** Thank You

**J**

**FREE Standard Logo** YOUR COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

NAME		DATE
ADDRESS		PHONE
JOB NAME / LOCATION		DATE PROMISED
DESCRIPTION OF WORK		ORDER TAKEN BY
		<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA
QTY.	DESCRIPTION	PRICE
		AMOUNT
LABOR		TOTAL MATERIALS
HOURS		TOTAL LABOR
RATE		TOTAL
AMOUNT		TAX
WORK ORDERED BY		DATE COMPLETED
TOTAL LABOR		TOTAL

1001 **INVOICE** Thank You

**E Work Order/Invoice Register Form**

**621**  
FORM SIZE: 5 1/2" x 8 1/2"  
PARTS: 2 OR 3

Compact forms with preprinted headings make it easy to list quantities, descriptions and more. Forms feed easily through our portable registers.

**F Service Order/Invoice Book**

**321**  
FORM SIZE: 5 1/2" x 8 1/2" DETACHED  
PARTS: 2 OR 3 (50 SETS PER BOOK)

Tracking details is a snap. Record make, model, service plus charges for parts, materials, time and more. Versatile form also works as sales slip, payment record or invoice.

**G Service Register Form**

**631**  
FORM SIZE: 5 1/2" x 8 1/2"  
PARTS: 2 OR 3

Form keeps you organized. Features ample room to list make, model, service charges for parts, materials, time, plus authorization line and more.

**H Locksmith Register Form**

**619**  
FORM SIZE: 5 1/2" x 8 1/2"  
PARTS: 3

Write up jobs in a snap. You'll have a work order, shop record and emergency service authorization invoice, all in one. Home Security Survey on back.

**J Service Order Book Medium**

**320**  
FORM SIZE: 4 1/4" x 7" DETACHED  
PARTS: 2 OR 3 (50 SETS PER BOOK)

Design offers ample room to list make, model, service, plus charges for parts, materials, time and more. The file copy stays bound for easy, convenient reference.

**K Gray Plastic Portable Register**

**D925**  
For 5 1/2" x 8 1/2" register forms. Holds up to 75 2-part or 3-part carbonless sets, or 50 4-part sets.

**HOME SECURITY SURVEY**  
Review the following questionnaire with your locksmith...

**DOORS**

- Do all exterior doors have high quality dead bolts?
- High security  Medium security  Light security
- If doors have glass, is dead bolt a double cylinder type?
- Are door frames high security and secured after having locks?
- Are repairs needed to upgrade strength of doors or frames?
- Are outside hinges on doors secured?
- Do doors have wedge-rod inserts?
- Are locks on sliding patio doors sufficient?
- Are doors leading to basements, garages or secured as exterior doors?
- When you return into a home residence, do you have all locks re-keyed?

**WINDOWS**

- Are windows secured and kept secured?
- Are windows secured with high quality secondary locks?
- Are windows opening with the hinges, patios or balconies locked when you go to bed?
- Are basement windows secured from being forced open from outside?

**LIGHTING and SHRUBBERY**

- Are outside street lamps and kept secured?
- Are outside street lamps and doors?  Are outside street lamps near windows and doors?
- Are all entrance illuminated?
- Are all exterior lights located high enough to prevent tampering?

**SERVICE TECHNICIAN'S COMMENTS:**



Back

Prices for Service Register Forms and Service Order Books (A)

PRODUCT	PARTS	250	500	1000	2000	4000
320-2 SERVICE ORDER BOOK-SM	2 PART	91.00	151.20	207.20	362.60	536.20
320-3 SERVICE ORDER BOOK-SM	3 PART	124.60	194.60	282.80	492.80	736.40
321-2 SERVICE ORDER BOOK-LG	2 PART	185.00	253.00	370.00	661.00	1080.00
321-3 SERVICE ORDER BOOK-LG	3 PART	215.00	315.00	483.00	854.00	1446.00
619-3 LOCKSMITH REGISTER FORM	3 PART	200.00	283.00	421.00	714.00	1233.00
621-2 W/O REGISTER FORM	2 PART	170.00	208.00	299.00	521.00	870.00
621-3 W/O REGISTER FORM	3 PART	200.00	283.00	421.00	714.00	1233.00
631-2 SERVICE REGISTER FORM	2 PART	170.00	208.00	299.00	521.00	870.00
631-3 SERVICE REGISTER FORM	3 PART	200.00	283.00	421.00	714.00	1233.00

PORTABLE REGISTER		1
D925	PORTABLE REGISTER, PLASTIC	91.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. Prices include: Printing your heading (up to 6 lines) and consecutive numbering. TPESTYLES: 1-6, 8-11, 13, 15 (see p. 172).

A

B

C

**CALL**

**FREE Standard Logo** YOUR COMPANY NAME  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

**for service**

*Make it easy for customers to call you. See page 159.*

**A** Carpet/Upholstery Cleaning Work Order  
**2518**

**FORM SIZE:** 3 7/8" x 8 1/2" DETACHED  
**PARTS:** 3

Just for carpet cleaners! Smart design helps you stay organized as well as list sizes, materials, labor, special instructions and more.

**B** Pest Control Service Order/Invoice  
**6575**

**FORM SIZE:** 5 2/3" x 8 1/2" DETACHED  
**PARTS:** 3

Just for pest control professionals! Staying organized is easy with areas to list targeted pests, chemicals applied, application method, regulatory requirements and more.

D

**C** Pest Control Service Report Book  
**365**

**FORM SIZE:** 3 3/8" x 6 1/4" DETACHED  
**PARTS:** 3

Just for pest control professionals! Compact design helps you stay organized and meet regulations. Has areas to list targeted pests, chemicals applied, application method and more.

**D** Pest Control Service Invoice Book  
**6576**

**FORM SIZE:** 5 2/3" x 8 1/2" DETACHED  
**PARTS:** 3

Prepaid sections make it easy to write up job details and billing information. Meet regulatory requirements by documenting problem pests, chemicals used and more.

Prices for Cleaning, Pest Control Forms and Companion Envelopes (A)

PRODUCT	PARTS	250	500	1000	2000	4000
365-3 PEST CONTROL SERVICE REPORT	3 PART	—	219.00	338.00	564.00	1038.00
2518-3 UPHOLSTERY CLEANING ORDER	3 PART	229.00	338.00	523.00	886.00	1473.00
6575-3 PEST CONTROL SERVICE ORDER	3 PART	229.00	338.00	523.00	886.00	1473.00
6576-3 PEST CONTROL SERVICE INVOICE	3 PART	215.00	315.00	483.00	854.00	1446.00
<b>COMPANION ENVELOPES</b>		<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>	<b>4000</b>
771C DUAL WINDOW		33.00	49.00	85.00	157.00	297.00
5030C DUAL WINDOW, SELF-SEAL		113.00	166.00	244.00	448.00	689.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** Prices include: Printing your heading (up to 5 lines on 365 and 6575; up to 5 lines plus 2 lines for phone/fax on 6572) and consecutive numbering. TYPESTYLES: 1-6, 8-11, 13, 15 (see p. 172).

E

F

G

**E** Technical Service Order  
**RHS0313**

**SIZE:** 5 1/2" x 11" DETACHED  
**PARTS:** 3; LAST PART IS MANILA TAG STOCK

3-part form with detachable identification tag and claim check all in one.

**G** Fuel Meter Ticket  
**28**

**SIZE:** 4 1/8" x 7" DETACHED  
**PARTS:** 3; WITH CARBONS

Special carbons let you make clear copies — even at sub-zero temperatures. Durable transparent top sheet protects forms from oil, water and elements.

**F** Compact General Service Order  
**RHS0312**

**SIZE:** 5 1/2" x 11" DETACHED  
**PARTS:** 2 OR 3; LAST PART IS MANILA TAG STOCK

At a glance, show customer's request, service performed, who performed it and money saved. Blue plastic ties included.

**H** Service Order  
**RHS0305**

**SIZE:** 4 1/4" x 8 1/2" DETACHED  
**PARTS:** 2 OR 3; LAST PART IS WHITE TAG STOCK

Features a detachable claim check with durable tag stock and blue plastic ties to attach to the item being serviced.

H

Prices for Service Orders and Fuel Meter Tickets (A)

FUEL METER TICKETS		PARTS	1000	2000	4000	5000
28-3	FUEL METER TICKET	3 PART	506.00	823.00	1441.00	1820.00
SERVICE ORDERS			250	500	1000	2000
RHS0305-2	SERVICE ORDER	2 PART	236.00	321.00	491.00	757.00
RHS0305-3	SERVICE ORDER	3 PART	270.00	383.00	571.00	882.00
RHS0312-2	COMPACT SERVICE ORDER	2 PART	249.00	406.00	596.00	999.00
RHS0312-3	COMPACT SERVICE ORDER	3 PART	308.00	467.00	746.00	1324.00
RHS0313-3	TECHNICAL SERVICE ORDER	3 PART	308.00	467.00	746.00	1324.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** Prices include: Printing your heading (up to 5 lines on RHS0305/RHS0312, 6 lines on all others, plus number of lines on claim check as shown) and consecutive numbering. TYPESTYLES: 1-6, 8-11, 13, 15 (see p. 172).



Choose from 3 easy-to-use versions of Garage Repair Orders.

- Available in 2 snapset versions and a convenient book format!
- Routine repairs are listed — just check off.
- Signature area for customer to sign before any work begins.



**H** Garage Repair Order Book  
2545

FORM SIZE: 5 1/2" x 8 1/2" DETACHED  
PARTS: 3

Copies stay neatly bound in book for future reference. 50 forms per book.

**J** Large Garage Repair Order  
655

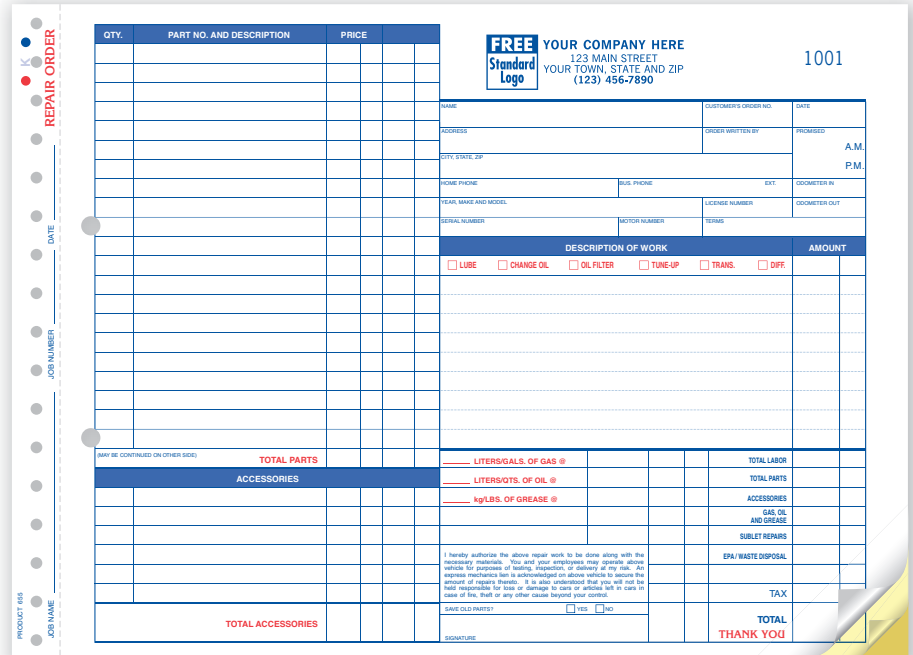
FORM SIZE: 11" x 8 1/2" DETACHED  
PARTS: 3

Large format with 27 lines for parts and accessories. Now includes "Odometer In" and "Odometer Out" boxes, and "Save Old Parts" question box. Third part is sturdy tag stock.

**K** Garage Repair Order  
650

FORM SIZE: 8 1/2" x 7" DETACHED  
PARTS: 3

Format includes 15 lines for parts and accessories. Third part is sturdy tag stock.



Portable Desks are handy to store and protect your Repair Orders.  
Sold on page 72.

Prices for Garage Repair Orders (A)

PRODUCT	PARTS	250	500	1000	2000	4000
650-3	GARAGE REPAIR ORDER CARBON 3 PART	259.00	397.00	596.00	986.00	1692.00
655-3	GARAGE REPAIR ORDER CARBON 3 PART	—	467.00	750.00	1318.00	2381.00
2545-3	GARAGE REPAIR ORDER BOOK 3 PART	215.00	315.00	483.00	854.00	1446.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. Prices include: Printing your heading (up to 6 lines; 2545: up to 5 lines). Consecutive numbering available. TYPESTYLES: 1-6, 8-11, 13, 15 (see p. 172).



**Pick a FREE Business Design!**  
 Hundreds to choose from (See pages 173-174.)  
 Or Add a Custom Logo

**Logos get you noticed.**

Automotive

**F**

**Best Seller**

**E** Repair Order with Key Tag

**GEN6582**

**FORM SIZE:** 11" x 8 1/2" DETACHED  
**PARTS:** 3; LAST PART IS MANILA TAG STOCK

Detachable, numbered tag has sturdy wire ring for easy key attachment. Record parts, labor, vehicle and customer information — even original and revised estimates.

**F** Repair Order with Special State Clauses

**6583A**

**FORM SIZE:** 11" x 8 1/2" DETACHED  
**PARTS:** 3 OR 4; LAST PART IS MANILA TAG STOCK

Available with consumer protection terms from these states:

- 6584C** CONNECTICUT, 3-part only
- 6583C** CALIFORNIA
- 6585** FLORIDA

Add your Special Terms or Wording:

**6583A** 22 LINES – PART NO./DESCRIPTION; SMALL SPECIAL WORDING AREA

**G** Repair Order

**6581**

**FORM SIZE:** 11" x 8 1/2" DETACHED  
**PARTS:** 3; LAST PART IS MANILA TAG STOCK

Large format provides room to explain work in detail. Features space for customer information, instructions, parts and labor — plus area to itemize subcontract work and more.

**E**

**G**

**Best Seller**

Prices for Repair Orders

(A)

PRODUCT	PARTS	250	500	1000	2000	4000
6581-3 REPAIR ORDER	3 PART	321.00	467.00	778.00	1534.00	2791.00
GEN6582-3 REPAIR ORDER W/ KEY TAG	3 PART	321.00	467.00	778.00	1534.00	2791.00
6583A-3 REPAIR ORDER - SPECIAL	3 PART	321.00	467.00	778.00	1534.00	2791.00
6583A-4 REPAIR ORDER - SPECIAL	4 PART	411.00	642.00	1008.00	1720.00	3155.00
6583C-3 REPAIR ORDER - CA	3 PART	321.00	467.00	778.00	1534.00	2791.00
6583C-4 REPAIR ORDER - CA	4 PART	411.00	642.00	1008.00	1720.00	3155.00
6584C-3 REPAIR ORDER - CT	3 PART	284.00	412.00	686.00	1354.00	2464.00
6585-3 REPAIR ORDER - FL	3 PART	321.00	467.00	778.00	1534.00	2791.00
6585-4 REPAIR ORDER - FL	4 PART	423.00	661.00	1038.00	1772.00	3250.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** Prices include: Printing your heading, up to 5 lines. Consecutive numbering available on forms. TYPESTYLES: 1-6, 8-11, 13 (see p. 172).

MANAGE YOUR BUSINESS

**A**

**AUTO BODY REPAIR ORDER**

**FREE Standard Logo** YOUR COMPANY NAME  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890 1001

QTY: PART NO. & DESCRIPTION AMOUNT

NAME: PHONE: DATE:

STREET: CITY:

YEAR: COLOR: MAKE: MODEL:

REGISTRATION NO: LICENSE NO: ESTIMATE PROVIDED BY:

INSURANCE CO: ADJUSTER:

REPLACE REPAIR DESCRIPTION PARTS LABOR REFINISH SUBLET

**TOTALS**

TOTAL PARTS \$  
TOTAL LABOR \$  
TOTAL REFINISH \$  
TOTAL SUBLET \$  
TAX \$  
TOTAL \$

I hereby authorize the above repair work to be done along with the necessary materials. You and your employees may operate vehicle for purpose of making, inspection, or delivery of the job. An express mechanic lien is acknowledged to allow vehicle to secure the amount of repair bill. I understand that you will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond your control. It is also understood that full payment for repairs is due upon release or delivery of vehicle, including supplemental charges.

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

CC No: \_\_\_\_\_

THANK YOU

**B**

estimate 1001

**FREE Standard Logo** YOUR COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

NAME: PHONE: DATE:

STREET: CITY:

YEAR: COLOR: MAKE: MODEL:

REGISTRATION NO: LICENSE NO: ESTIMATE PROVIDED BY:

INSURANCE CO: ADJUSTER:

REPLACE REPAIR DESCRIPTION PARTS LABOR REFINISH SUBLET

**TOTALS**

TOTAL PARTS \$  
TOTAL LABOR \$  
TOTAL REFINISH \$  
TOTAL SUBLET \$  
TAX \$  
TOTAL \$

The above is an estimate based on our inspection and does not cover any additional parts or labor which may be required after the work has been started. Occasionally, worn or damaged parts are discovered which may not be evident on the first inspection. Because of this, the above prices are not guaranteed. Quotations on parts and labor are current and subject to change.

AUTHORIZATION FOR REPAIR: You are hereby authorized to make the above repairs.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**C**

**FREE Standard Logo** YOUR COMPANY NAME  
123 Main Street  
YOUR TOWN, STATE and ZIP  
(213) 555-7890

**NEXT SERVICE DUE**

OR

DATE MILES

**A Auto Body Repair Order**

**6597**

**FORM SIZE:** 8 1/2" x 11" DETACHED

**PARTS:** 3; LAST PART IS MANILA TAG STOCK

Features an extra-long parts area to list quantity, description and price.

**B Auto Repair Estimate**

**660**

**FORM SIZE:** 8 1/2" x 11" DETACHED

**PARTS:** 2 OR 3; LAST PART IS MANILA TAG STOCK

Designed for fast estimates with all of the auto repair or insurance requirements.

**C Static-Cling Windshield Label**

**1690A**

**LABEL SIZE:** 2 1/2" x 1 1/2"

**IMPRINT:** UP TO 4 LINES

Remind customers when — and where — to go for their next service. Clear labels stick without adhesives for easy removal and replacement. Check local restrictions.

Prices for Repair Estimates and Work Order/Invoices (A)

PRODUCT	PARTS	250	500	1000	2000
660-2 ESTIMATE	2 PART	195.00	261.00	400.00	644.00
660-3 ESTIMATE	3 PART	246.00	350.00	538.00	882.00
6597-3 AUTO BODY REPAIR ORDER	3 PART	321.00	467.00	778.00	1534.00

LABELS	250	500	1000	2000	5000
I690A-1 STATIC-CLING SERVICE LABEL	123.00	197.00	251.00	367.00	426.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. Prices include: Printing your heading up to 6 lines. Consecutive numbering available. TYPESTYLES: 1-6, 8-11, 13, 15 (see p. 172).



Get your business running on all cylinders.

Imagine shifting your automotive business into a higher gear.

It's possible with our powerful selection of products designed to help grow sales easily and manage operations efficiently. Our goal is to help your business run like a finely tuned engine. See page 88 for **Road Service Forms** and page 158 for more **Auto Service Labels**.



D

**FREE Standard Logo** YOUR COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

**MOTORCYCLE/SMALL ENGINE REPAIR ORDER**

1001

Best Seller

Customer Signature: [Signature]

Services Requested / Problems:  
 Full Service  Oil Filter Change  Chain  Cables  
 Valves  Timing  Wheel Only  Engine Only

Estimate Costs:  
 Labor \$ Total \$  
 Parts \$ Total \$

We Recommend the Following Repairs:

Total Labor \$  
 Total Parts \$  
 Gas, Oil, Grease \$  
 Accessories \$  
 Storage \$  
 EPA/Weights Disposal \$

Notice: A Service Fee of \$ \_\_\_\_\_ per day will be charged if vehicle is not picked up within \_\_\_\_\_ days of notification of completion.

E

**FREE Standard Logo** YOUR COMPANY NAME HERE **WORK ORDER INVOICE**  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

1001

Customer Signature: [Signature]

STATEMENT OF AUTHORIZATION AND SATISFACTION:  
 Replacement or repair has been made to my satisfaction and I hereby authorize the above insurance company to pay the bill for the amount of the repair or replacement. If for any reason the insurance company does not pay for these repairs or replacements, the below signed agrees to pay for such repairs or replacement.

TOTAL

F

**FREE Standard Logo** YOUR COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, PROVINCE, POSTAL CODE  
(123) 555-7890

1001

REGISTRATION NO. DATE

NAME

STREET

CASH	C.O.D.	CHARGE	ON ACCT.	DEBIT	PAYOUT	ACCT. FORWARD
		Liters/Gals. Gasoline				
		Liters/Qts. Oil				
		Lubrication				
		Oil Filter				
						TAX
						TOTAL

Customer's Signature: [Signature]

All claims and returned goods MUST be accompanied by this bill.

**D Motorcycle/Small Engine Repair Order**  
AUT6510

FORM SIZE: 11" x 8 1/2" DETACHED  
PARTS: 3; LAST PART IS MANILA TAG STOCK

Versatile form is perfect for any small engine repair shop. Summarize labor, list parts, quantities, costs and more. Use as work order, invoice, cost control record and more!

**E Glass Repair Work Order/Invoice**  
2520

FORM SIZE: 5 1/2" x 8 1/2" DETACHED  
PARTS: 3 OR 4; LAST PART IS MANILA TAG STOCK

Ideal for insurance jobs! Preprinted headings help you capture all the information, plus deductible and deposits received.

**F Service Station Register Form**  
608

FORM SIZE: 4" x 6"  
PARTS: 2 OR 3

Preprinted with four most-used items sold to save you time. Register forms are designed to fit into D924 or 926 Register for easy write up and dispensing. See page 111.

**G Service Station Sales Book**  
51

FORM SIZE: 3 3/8" x 5" DETACHED  
PARTS: 2 OR 3, BOOKS OF 50

Versatile forms every station needs. Use for charges, cash sales and more. Preprinted with popular items.

G

**FREE Standard Logo** YOUR COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

1001

SOLD BY DATE

NAME

ADDRESS

CASH	C.O.D.	CHARGE	ON ACCT.
		Liter/Gals. Gasoline	
		Liter/Qts. Oil	
		Lubrication	
		Oil Filter	

RECEIVED BY

All claims and returned goods MUST be accompanied by this bill.

Prices for Repair Orders, Service Station Forms and Service Label (A)

SERVICE FORMS AND SALES BOOKS		PARTS	250	500	1000	2000	4000
51-2	SERVICE STATION SALES BOOK	2 PART	—	—	219.00	361.00	576.00
51-3	SERVICE STATION SALES BOOK	3 PART	—	—	304.00	496.00	797.00
2520-3	GLASS REPAIR	3 PART	285.00	417.00	700.00	1092.00	1979.00
2520-4	GLASS REPAIR	4 PART	306.00	449.00	739.00	1262.00	2189.00
608-2	SERVICE STATION REGISTER FORM	2 PART	129.00	181.00	219.00	347.00	578.00
608-3	SERVICE STATION REGISTER FORM	3 PART	157.00	213.00	299.00	503.00	797.00
AUT6510-3	MOTORCYCLE/SMALL ENGINE	3 PART	321.00	467.00	778.00	1534.00	2791.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. Prices include: Printing your heading (AUT6510: up to 5 lines). TYPESTYLES: 1-6 (see p. 172).

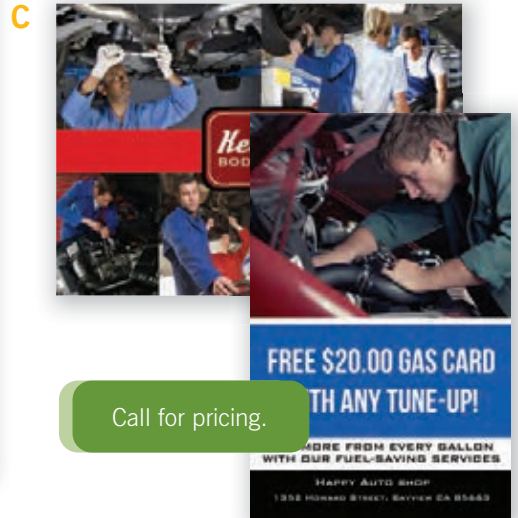
From “in the shop” to “on the road,” we have the forms to help you run your business efficiently and professionally!

**A**

1001

**B**

1001



**A Road Service/Towing Book 2525**

**FORM SIZE:** 5 1/2" x 8 1/2" DETACHED  
**PARTS:** 2 OR 3, 50 SETS PER BOOK

Format simplifies paperwork with checkboxes and itemization of charges. Authorization line prevents disputes. Carbonless forms give clear, clean copies.

**B Road Service Register Form 613**

**FORM SIZE:** 5 1/2" x 8 1/2"  
**PARTS:** 2 OR 3

This popular form for road services saves time in and outside the shop! Lots of room to record distances, time serviced and much more. Authorization line prevents disputes.

Register forms are designed to fit conveniently into our D925 Register for easy write-up and dispensing. See page 110.

**C Mailable Postcards**

Postcards are an affordable and highly effective way to get in touch with former, current and prospective customers.

- 7 sizes from 4" x 6" up to 6" x 11"
- Offered in 5 paper stocks, including our premium, ultra-thick 16-pt. and 15-pt. Velvet Cover

**D Road Service/Towing Book 2527**

**FORM SIZE:** 8 1/2" x 8 1/2" DETACHED  
**PARTS:** 2 OR 3, 50 SETS PER BOOK

Save time on the road! Large format has lots of room to capture all the important details: vehicle information, mileage and more. Car diagram lets you report damage/condition.

**D**

1001

Prices for Road Service/Towing Forms (A)

PRODUCT	PARTS	250 SETS	500 SETS	1000 SETS	2000 SETS	4000 SETS
613-2 REGISTER FORM	2 PART	159.00	206.00	293.00	512.00	854.00
613-3 REGISTER FORM	3 PART	195.00	268.00	412.00	695.00	965.00

PRODUCT	PARTS	250 SETS (5 BOOKS)	500 SETS (10 BOOKS)	1000 SETS (20 BOOKS)	2000 SETS (40 BOOKS)	4000 SETS (80 BOOKS)
2525-2 SERVICE/TOWING BOOK	2 PART	185.00	253.00	370.00	661.00	1080.00
2525-3 SERVICE/TOWING BOOK	3 PART	215.00	315.00	483.00	854.00	1446.00
2527-2 ROAD SERVICE/TOWING BOOK	2 PART	200.00	268.00	392.00	653.00	—
2527-3 ROAD SERVICE/TOWING BOOK	3 PART	222.00	333.00	517.00	859.00	—

POSTCARDS CALL FOR PRICING

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. Prices include: Printing your heading (2525, 2527: up to 5 lines; all others: up to 6 lines) and consecutive numbering. TYPSTYLES: 1-6, 8-11, 13, 15 (see p. 172).

E



Call for pricing.

F



**E** Door Hangers

Door Hangers are a great marketing tool to get your foot — and message — in the door.

- Optional 2" bottom tear-off creates a 2-in-1 product of door hanger and business card
- 2 standard sizes:
  - ♦ 3½" x 8½"
  - ♦ 4⅛" x 11"
- 14-pt. gloss paper stock with durable water-resistant UV coating on both sides

**F** "Just For You" Floor Mat

**6515-1**

**MAT SIZE:** 19" x 14"  
**STOCK:** 70-LB. VELLUM PAPER

Sturdy floor mats protect vehicle floor from dirt and grease. Additional floor mat designs available. Call for details.

**G** Auto Key Tag

**1158-1**

**SIZE:** 2½" x 1¼"

A low-cost way to advertise your business! Metalized polyester film bonded to white tag stock is durable with the look of brushed metal. Area on back for recording auto information. Metal rings included.

G



1158-1  
Front

Best Seller

Back (All)

Prices for Floor Mats, Key Tags, Postcards and Door Hangers (A)

PRODUCT		250	500	1000	2000
6515-1	"JUST FOR YOU" FLOOR MAT	209.00	235.00	304.00	444.00
1158-1	IMPRINTED KEY TAG	234.00	331.00	517.00	899.00
DOOR HANGERS		CALL FOR PRICING			

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. PRICES FOR 6515 and 1158 INCLUDE: Printing your heading up to 4 lines. TYPESTYLES: Floor mats: 1-6, 8-16.

A

**A Marine Purchase Agreement**

**5595**

**FORM SIZE:** 8 1/2" x 13 1/4" DETACHED  
**PARTS:** 3

Provide a binding record of the sale. List special fees, conditions, charges and more. Your customers will appreciate knowing exactly what they're paying for.

**B Marine Service Order**

**AUT0319**

**FORM SIZE:** 11" x 8 1/2" DETACHED  
 9 1/2" x 8 1/2" WITH CLAIM  
 CHECK DETACHED  
**PARTS:** 3

Room for parts, labor and outside service. I.D. tag attaches to item being serviced. Last copy is manila tag. Plastic-covered wire fasteners are included.

**C Marine Sales Slip Register Form**

**3026**

**FORM SIZE:** 5 1/2" x 8 1/2"  
**PARTS:** 2 OR 3

Get five forms in one. Use for cash receipts, charge slips, credit memos, customer invoices and inventory control. Designed to work in our D925 Portable Register, sold on page 79.

B

C

1001  
 Attach to Parts

Date \_\_\_\_\_  
 Engine Model \_\_\_\_\_  
 Serial No. \_\_\_\_\_

Hold all replaced parts for 15 days from date of repair.

1001  
 Attach to Unit

Date \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_

1001  
 YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 YOUR TOWN, STATE AND ZIP  
 (123) 456-7890

1001  
 YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 YOUR TOWN, STATE AND ZIP  
 (123) 456-7890

1001  
 YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 YOUR TOWN, STATE AND ZIP  
 (123) 456-7890

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1001  
 YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 YOUR TOWN, STATE AND ZIP  
 (123) 456-7890

Prices for Marine Forms and Service Orders (A)

PRODUCT		250	500	1000	2000
AUT0319-3	3 PART MARINE SERVICE ORDER	312.00	453.00	755.00	1489.00
3026-2	2 PART MARINE SALES SLIP REGISTER FORM	159.00	206.00	293.00	512.00
3026-3	3 PART MARINE SALES SLIP REGISTER FORM	195.00	268.00	412.00	695.00
5595-3	3 PART MARINE PURCHASE AGREEMENT	374.00	508.00	755.00	1441.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. Prices include: Printing your heading (RHS0311, AUT0319: up to 6 lines in 2 locations; 3026: up to 6 lines; 5595: up to 5 lines) and consecutive numbering. Product AUT0319 includes consecutive numbering in 4 locations. TYPESTYLES: 1-6, 8-11, 13, 15 (see p. 172).

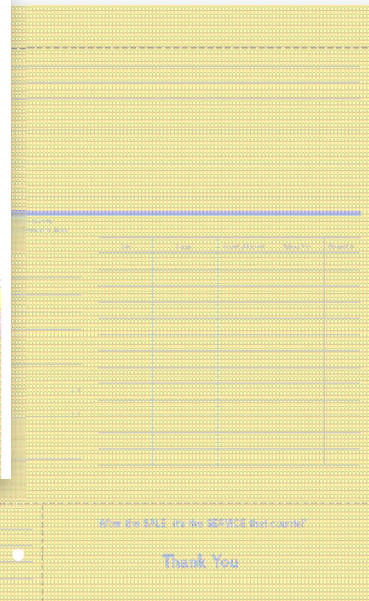


We have magnets!

See page 144 for budget-friendly advertising options



D



D Service Order with Claim Check & I.D. Tag

RHS0311

FORM SIZE: 8 1/2" x 8 1/2" DETACHED

PARTS: 2, 3 OR 4

Customer keeps claim check; I.D. tag gets attached to item. Plastic-covered wire fasteners included. Last copy of each set is manila tag stock with promissory note and payment record on back.

Prices for Marine Forms and Service Orders (A)

PRODUCT		250	500	1000	2000
RHS0311-2	2 PART SERVICE ORDER/I.D. TAG	235.00	365.00	554.00	920.00
RHS0311-3	3 PART SERVICE ORDER/I.D. TAG	284.00	506.00	746.00	1190.00
RHS0311-4	4 PART SERVICE ORDER/I.D. TAG	342.00	521.00	818.00	1471.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. Prices include: Printing your heading (RHS0311, AUT0319; up to 6 lines in 2 locations; 3026; up to 6 lines; 5595; up to 5 lines) and consecutive numbering. Product AUT0319 includes consecutive numbering in 4 locations. TYPESTYLES: 1-6, 8-11, 13, 15 (see p. 172).

Logos get you noticed.



Pick a FREE Business Design! Hundreds to choose from (See pages 173-174.) or Add a Custom Logo

Custom Solutions®

Custom Forms Save Time, Improve Productivity

Design your forms to feature only the information and fields you need. You'll maximize productivity and profitability while you cut wasted time, effort — and mistakes. Best of all, Custom Solutions is easy and affordable!

F

HEALTH INSURANCE CLAIM FORM  
APPROVED BY NATIONAL UNDERWRITERS GUARANTY COMMITTEE (NUC) 02/12

NUC Instruction Manual available at: www.nuc.org PLEASE PRINT OR TYPE APPROVED OMB-0938-1197 FORM 1500 (02-12)

Continuous

HEALTH INSURANCE CLAIM FORM  
APPROVED BY NATIONAL UNDERWRITERS GUARANTY COMMITTEE (NUC) 02/12

NUC Instruction Manual available at: www.nuc.org PLEASE PRINT OR TYPE APPROVED OMB-0938-1197 FORM 1500 (02-12)

Laser

Additional quantities available. Call for details.

G

I have reviewed the following treatment plan. I authorize release of any information relating to this claim. I understand that I am responsible for all costs of dental treatment.

Signed (Patient, or parent if minor) \_\_\_\_\_ Date \_\_\_\_\_

I hereby authorize payment of the dental benefits otherwise payable to me directly to the below named entity.

Signed (Insured person) \_\_\_\_\_ Date \_\_\_\_\_

Prices for CMS 1500 Claim Forms (A)

NON-PERSONALIZED, SHEETS	PARTS	500	1000	2000	5000
60150X 0212 VERSION, LASER SHEETS	1 PART	75.00	115.00	206.00	512.00
NON-PERSONALIZED, CONTIN.	PARTS	2500	5000	7500	10,000
60153X 0212 VERSION, CONTINUOUS	1 PART	195.00	256.00	389.00	506.00
NON-PERSONALIZED, CONTIN.	PARTS	2000	4000	6000	10,000
60154X 0212 VERSION, CONTINUOUS	2 PART	306.00	598.00	897.00	1448.00
PERSONALIZED, SHEETS	PARTS	500	1000	2000	5000
60162-1 0212 VERSION, LASER SHEET	1 PART	136.00	213.00	383.00	906.00

PLEASE CALL FOR OTHER VERSIONS OR LARGER QUANTITIES. Prices for imprinted claim forms (those with a -1 after product #), include printing provider information, billing information & telephone number, NPI #, and Federal Tax ID #. TYPESTYLES: 15, 18, 20, 21, 23, 24, 31, 32 (see p. 172).

Prices for Signature Release Labels (A)

ADA SIGNATURE RELEASE LABELS	1 PKG.	2 PKG.	4 PKG.	8 PKG.
58200 ADA SIGNATURE RELEASE LABEL	42.00	75.00	130.00	246.00

PLEASE CALL FOR OTHER VERSIONS OR LARGER QUANTITIES. Prices for imprinted claim forms (those with a -1 after product number) include printing provider information, billing information & telephone number, NPI #, and Federal Tax ID #. Continuous and padded (laser) versions also available, in 1 or 2 parts. Padded ADA forms come in pads of 100 sheets. TYPESTYLES: 15, 18, 20, 21, 23, 24, 31, 32 (see p. 172).

F CMS 1500 Claim Forms

60153X, 60154X Continuous  
60150X, 60162-1 Laser

SIZE: 8 1/2" x 11"

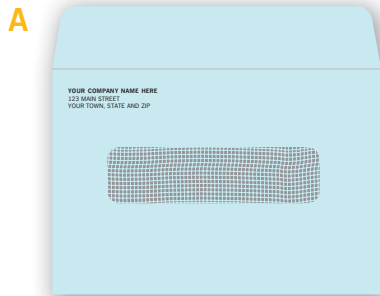
0212 version approved Claim Forms, which accommodate the use of the National Provider Identifier, as mandated by HIPAA. Guaranteed to meet government printing standards. Can be personalized.

G ADA Signature Release Label

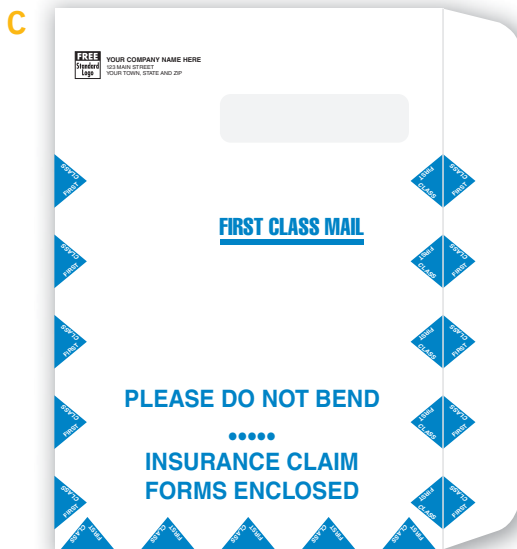
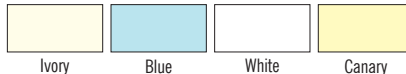
58200

SIZE: 5/8" x 8"  
LABELS/SHEET: 15  
SHEETS/PACKAGE: 255

Get patient's signature on self-adhesive labels, then affix to insurance forms as you need them. Includes ADA wording.



Color choices for 463-1 & 468-1:



**A** Self-Sealing Statement Envelope

**463-1**

**IMPRINT:** UP TO 6 LINES  
**SIZE:** 4 1/2" x 6 9/16"  
**COLORS:** IVORY, BLUE, WHITE, CANARY

Just fold your statement and put it in the envelope — patient's information shows through the window.

**B** Payment Return Envelope **468-1** (companion to 463-1)

**IMPRINT:** UP TO 6 LINES  
**SIZE:** 3 1/2" x 6 1/8"  
**COLORS:** IVORY, BLUE, WHITE, CANARY

Pre-addressed return envelopes make returning payments easier for your patients.

**C** Large Claim Form Envelope

**787-1** Imprinted  
**787** Unimprinted

**IMPRINT:** UP TO 5 LINES  
**SIZE:** 9" x 13"

Mail up to 50 unfolded forms at once in these large specialty envelopes. Unfolded forms are less likely to jam in processing and claims are paid faster. Peel and seal closure. Unimprinted, order product 787.

**D** ADA Insurance Form Envelope **H0059-1**

**IMPRINT:** UP TO 6 LINES  
**SIZE:** 9" x 4"  
**COLOR:** WHITE

Perfectly sized and aligned to accept 2000 ADA forms. With right window and handy self-seal.

**E** Self-Sealing HCFA Claim Form Envelope **CE1500**

**SIZE:** 9 1/2" x 4 1/2"  
**COLOR:** WHITE

Self-sealing, confidential window envelopes for mailing your medical claim forms. Holds up to 12 claim forms.

**F** HCFA Form Envelope **H0054**

**IMPRINT:** UP TO 6 LINES  
**SIZE:** 9 1/2" x 4 1/8"  
**COLOR:** WHITE

Perfectly sized and aligned to accept HCFA and other insurance claim forms. Available with right window for standard HCFA claim forms and moist-seal flap.

Also available, but not shown

Self-Sealing Security Lined Envelope **2218X**

**IMPRINT:** UP TO 5 LINES  
**SIZE:** 4 1/8" x 9 1/2"  
**COLOR:** WHITE

Same as H0054 with security lining.



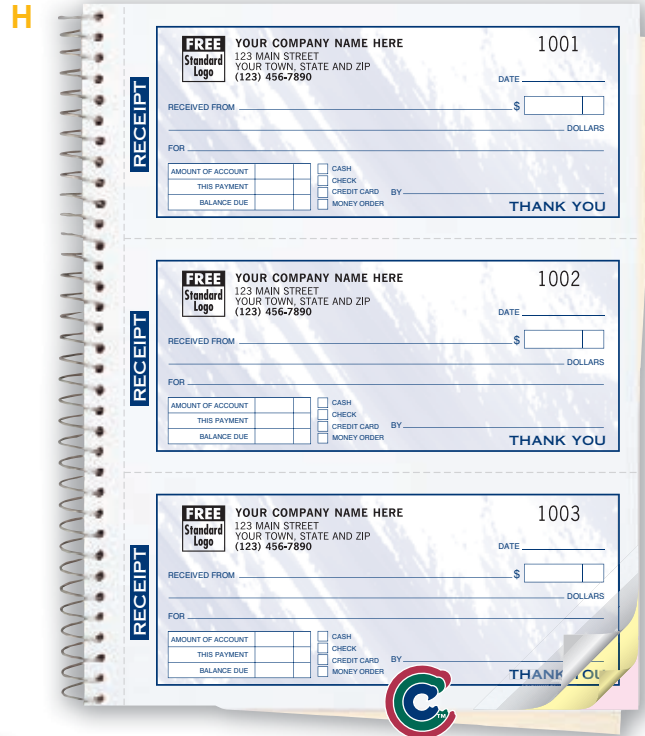
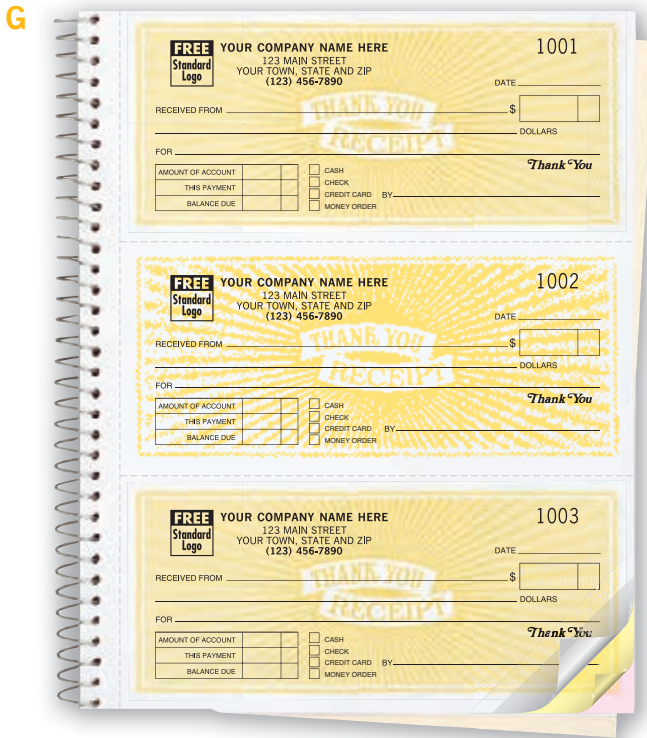
Prices for Envelopes (A)

PRODUCT	100	200	500	1000
787-1 CLAIM FORM ENVELOPE, IMPRINTED	117.00	183.00	340.00	546.00
787 CLAIM FORM ENVELOPE, UNIMPRINTED	61.00	117.00	297.00	503.00

PRODUCT	1000	2000	3000	4000	5000
463-1 STATEMENT ENVELOPE, SELF-SEALING	183.00	329.00	444.00	559.00	666.00
468-1 RETURN ENVELOPE	151.00	261.00	357.00	441.00	479.00
2218X SECURITY LINED, IMPRINTED	270.00	510.00	713.00	794.00	886.00
H0059-1 ADA INSURANCE ENVELOPE, IMPRINTED	259.00	499.00	734.00	865.00	886.00
H0054 HCFA INSURANCE ENVELOPE, IMPRINTED	242.00	462.00	657.00	804.00	848.00

PRODUCT	500	1000	2500	5000
CE1500 HCFA INSURANCE ENVELOPE	155.00	283.00	585.00	1120.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. TYPESTYLES: H0054, H0059-1, 2218X: 1-6, 8-18, 20, 21, 23, 24, 31, 32; 463-1, 468-1: 15, 18, 20, 21, 23, 24, 31, 32; 787-1, 787: 1-6, 8-11, 13-16, 18-32 (see p. 172).



Products featuring this icon are available in:

**COLOR COLLECTION™**

NAVY BLUE HUNTER GREEN BURGUNDY

**G** Receipt Book  
693

**BOOK SIZE:** 6 3/4" x 8 1/2"  
**RECEIPT SIZE:** 6" x 2 13/16"  
**PARTS:** 2 OR 3

Save time and make it easy to write up and document payment, payment method and account balance. Customers get clean receipts and you look professional.

**H** Color Collection™  
Receipt Book

**693T**  
Same great features as 693 printed in your color choice from the Color Collection.

**I** Classic Collection™  
Pocket-Sized Receipt Book

**691**  
**BOOK SIZE:** 6 3/4" x 3 3/8"  
**RECEIPT SIZE:** 6 1/4" x 3 3/8"  
**PARTS:** 2 OR 3

Acknowledge payments and keep your records up to date. Last copy stays in book for reference. Sold in books of 50 2-part or 3-part carbonless sets.

Prices for Receipts (A)

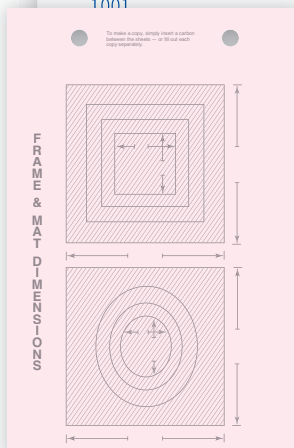
PRODUCT	PARTS	500	1000	2000	4000
691-2	2 PART	215.00	336.00	519.00	868.00
691-3	3 PART	290.00	421.00	676.00	1133.00
693-2, 693T-2	2 PART	206.00	310.00	478.00	809.00
693-3, 693T-3	3 PART	259.00	392.00	637.00	1054.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. PRICES INCLUDE: Printing your heading, up to 4 lines, and consecutive numbering. TYPSTYLES: 1-6, 8-11, 13, 15, 16 (see p. 172).

Logos get you noticed.

Pick a FREE Business Design!  
Hundreds to choose from (See pages 173-174.)  
or Add a Custom Logo

A



Back

B

A Picture Framing Register Form

615

SIZE: 5 1/2" x 8 1/2"  
PARTS: 2 OR 3

Diagrams on back let you record frame and mat dimensions. Use with our D925 or 927 Registers (sold on page 110).

B Garden Supply Register Form

2519T

SIZE: 5 1/2" x 8 1/2"  
PARTS: 3

Just for garden supply stores. Format allows for a lot more detail than a cash register receipt. Stay organized when you record sales, credits, special orders, returns and more.

C

C Building Supply Register Form

612

SIZE: 5 1/2" x 8 1/2"  
PARTS: 3

Accurately displays sizes, lengths and price paid per foot for each item. Use for sales receipt, as delivery copy or for special orders. Use with our D925 or 927 Registers (sold on page 110).



Prices for Register Forms

(A)

PRODUCT	PARTS	250	500	1000	2000	4000
612-3	BUILDING SUPPLY 3 PART	195.00	268.00	412.00	695.00	1203.00
615-2	PICTURE FRAMING 2 PART	159.00	206.00	293.00	512.00	854.00
615-3	PICTURE FRAMING 3 PART	195.00	268.00	412.00	695.00	1203.00
2519T-3	GARDEN SUPPLY 3 PART	195.00	268.00	412.00	695.00	1203.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. PRICES INCLUDE: Printing your heading (up to 6 lines) and consecutive numbering. TYPESTYLES: 1-6, 8-11, 13, 15, 16 (see p. 172).

Custom Solutions®

Make Your Forms Professional & Efficient

Maximize the impact of your forms. Add your logo, company colors and important information. Change elements to be tailored to the unique needs of your business — saving you time and money!



D

**FREE Standard Logo** YOUR COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

NAME	DATE ORDERED	DATE NEEDED
ADDRESS	TAKEN BY	
CITY, STATE, ZIP	PHONE	
OCCASION		NO. OF BIRTHDAYS
TYPE OF CAKE		SIZE/SHAPE
FROSTING		FILLING
INSCRIPTION		
DECORATIONS/SPECIAL INSTRUCTIONS		
<input type="checkbox"/> PICK-UP	DAY TIME	PRICE
<input type="checkbox"/> DELIVER		SPECIAL CHARGES
DELIVER TO:		TAX
		TOTAL
		DEPOSIT
CUSTOMER SIGNATURE		BALANCE DUE

*Thank You*

to make a copy, simply trace a circle  
around the design - or fit out each  
copy separately.

DECORATION PLAN

SIDE OF CAKE

Back

E

**FREE Standard Logo** YOUR COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

NAME	DATE				
ADDRESS					
SOLD BY	CASH	CHARGE	REFUND	ON ACCT.	WGL. RETN.
ARTICLE	STOCK NO.	AMOUNT			
SPECIAL INSTRUCTIONS:		AMOUNT OF SALE			
		TAX			
		TOTAL			
		AMOUNT PAID			
		BALANCE			
RECEIVED BY:					

1001 All returns and returned goods MUST be accompanied by this slip. *Thank You*



**D Bakery Order Register Form**

616

SIZE: 5 1/2" x 8 1/2"  
PARTS: 2 OR 3

Get the order right every time. Detailed form gives you space to list type of cake, size, shape, frosting, filling, special instructions and inscription — you'll have all the information you need. Use with D925 or 927 Registers (sold on page 110).

**E Jewelry Register Form**

607

SIZE: 4" x 6"  
PARTS: 2 OR 3

Plenty of space for recording sales, credits, special orders, returns and more. Use with our D924 Registers (sold on page 111).

**F Pharmacy Register Form**

606

SIZE: 4" x 6"  
PARTS: 2 OR 3

Use with our D924 Registers (sold on page 111).

F

**FREE Standard Logo** YOUR COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

DATE	PHYSICIAN						
NAME							
ADDRESS							
TAKEN BY	FILLED BY	CASH	CHARGE	C.O.D.	ON ACCT.	WGL. CAL.	DELIVER
RECEIVED BY:							
						TAX	
						TOTAL	

1001 SAVE THIS SLIP - Many items can be deducted from you. *Thank You*

Prices for Register Forms

(A)

PRODUCT	PARTS	250	500	1000	2000	4000
606-2 PHARMACY	2 PART	129.00	181.00	219.00	347.00	578.00
606-3 PHARMACY	3 PART	157.00	213.00	299.00	503.00	797.00
607-2 JEWELRY	2 PART	129.00	181.00	219.00	347.00	578.00
607-3 JEWELRY	3 PART	157.00	213.00	299.00	503.00	797.00
616-2 BAKERY ORDER	2 PART	159.00	206.00	293.00	512.00	854.00
616-3 BAKERY ORDER	3 PART	195.00	268.00	412.00	695.00	1203.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. PRICES INCLUDE: Printing your heading (up to 6 lines), and consecutive numbering. TYPESTYLES: 1-6, 8-11, 13, 15, 16 (see p. 172).

See our selection of Portable and Countertop Registers. Sold on page 110-111.



**B** Floral Order Taker

5141

**FORM SIZE:** 5 1/2" x 8 1/2" DETACHED  
**PARTS:** 2 OR 3

Preprinted lines and checkboxes guide you through each floral order. Ideal for deliveries, special orders and phone order charges. Your heading is printed in your choice of ink color. Please specify one of the ink colors below when ordering. Body of form is always dark green (as shown). Last copy is manila tag.

Imprint ink color choices for 5141:



**B**

**C** Florist Register Form

672

**FORM SIZE:** 5 1/2" x 8 1/2"  
**PARTS:** 2 OR 3

Just for florists. Format allows for a lot more detail than a cash register receipt. Stay organized when you record sales, credits, special orders, returns and more. Use with our D925 or 927 Registers (sold on page 110).

**D**

**D** Enclosure Card Envelope

760-1

**SIZE:** 4 1/4" x 2 1/2"

Promote your shop on every plant or arrangement. Your customers will appreciate the professional look; you'll appreciate the convenience. Imprinted with your name in green ink on white wove stock. Holds standard-size enclosure cards. "Card Enclosed" text at bottom cannot be removed or altered.

**E** Classic Collection™ Plant Tag

398-1

**TAG SIZE:** 8 1/2" x 3 1/4"

Weatherproof Tyvek® tag attaches easily to trees, plants and gardening equipment. Works indoors and out — won't fade, crack or tear. Locks to 2 1/2" or 3 1/2" circumferences in pads of 125. Pricing area is detachable. Available in black ink, in typestyle 3 as shown. Available imprinted with custom or standard business design.

Also available, but not shown

Plant Tag

5125-1

Same features as 398-1 in any of the ink colors shown below. Specify your choice when ordering. Business designs not available on this product.

Imprint ink color choices for 5125:



Dark Green Dark Blue Teal Black

**C**

Portable Register sold on page 110.

**E**



Prices For Florist Forms, Plant Tags And Enclosure Card Envelopes (A)

PRODUCT	PARTS	500	1000	2000	4000
672-2 REGISTER FORM	2 PART	206.00	293.00	512.00	854.00
672-3 REGISTER FORM	3 PART	268.00	412.00	695.00	1203.00
398-1 PLANT TAG	—	—	208.00	315.00	596.00
5125-1 PLANT TAG	—	—	261.00	383.00	710.00
760-1 ENCLOSURE CARD ENVELOPE	—	147.00	195.00	344.00	525.00
PRODUCT		250	500	1000	2000
5141-2 FLORAL ORDER TAKER	2 PART	155.40	225.40	401.80	684.60
5141-3 FLORAL ORDER TAKER	3 PART	193.20	285.60	499.80	848.40

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. PRICES INCLUDE: Printing your heading (398/5125: 4 lines; 760/5141: 5 lines; 672: 6 lines). Typestyles: 398: 1-10, 14, 16, 17, 23, 26-28, 30, 32; 5125: 1, 3, 12, 15, 19, 22, 26-30; all others: 1-6, 8-11, 13, 15 (see p. 172).

A

**Customize this product!**  
See pages 168-171.

B

Please specify layout when ordering.  
Layout A:  
**ALL SALES FINAL**  
Layout B:  
**NO CASH RETURNS**  
Layout C:  
**2 lines of custom wording or blank**

## A Large Register Form

610

**FORM SIZE:** 5 1/2" x 8 1/2"  
**PARTS:** 2 OR 3

Works hard from showroom to stockroom, from sales slip to billing form. Enables faster write-ups of sales, billing, deliveries, inventory, returns and more.

## B Classic Collection™ Register Form

610SW

Same features as product GEN0610 in 2- or 3-part with three special wording options.

## C High-Impact Plastic Portable Register

D925

Portable Registers give you a ready writing surface, plus there is space to store file copies. Store up to 75 2-part or 3-part sets, or 50 4-part sets.

**Need something different?**

Call us for a free custom quote.



**Products featuring this icon are available in:**  
**COLOR COLLECTION™**

NAVY BLUE HUNTER GREEN BURGUNDY



All forms on this page can be used with registers 927 or D925.

### Prices For Register Forms And Registers (A)

PRODUCT	PARTS	250	500	1000	2000	4000
610-2, 610SW-2	2 PART	159.00	206.00	293.00	512.00	854.00
610-3, 610SW-3	3 PART	195.00	268.00	412.00	695.00	1203.00
<b>REGISTERS FOR 5 1/2" x 8 1/2" REGISTER FORMS</b>				<b>1</b>		
927	METAL COUNTERTOP REGISTER	370.00				
D925	PLASTIC PORTABLE REGISTER	91.00				

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** Prices include: Printing your heading (up to 6 lines). Consecutive numbering available. TYPESTYLES: 1-6, 8-11, 13, 15 (see p. 172).



**Customize this product!**  
See pages 170-173.



Please specify layout when ordering.  
Layout A:  
**ALL SALES FINAL**  
Layout B:  
**NO CASH RETURNS**  
Layout C:  
**1 line of custom wording or blank**

**D Small Register Form**

**609**

**FORM SIZE:** 4" x 6"  
**PARTS:** 2 OR 3

Compact and classic design helps you track what's selling plus write-up complete sales details, billing, deliveries, inventory and returns. Compatible with 4" x 6" portable registers.

**E Classic Collection™ Register Form**

**609SW**

Same features as product GEN0609 in 2- or 3-part with three special wording options.

**F Gray Plastic Portable Register**

**D924**

Store up to 75 2-part or 3-part sets, or 50 4-part sets. Order product D925 for 5 1/2" x 8 1/2" forms sold in this catalog.



Price for Register Forms, Countertop and Portable Registers (A)

PRODUCT	PARTS	250	500	1000	2000	4000
609-2, 609SW-2	2 PART	129.00	181.00	219.00	347.00	578.00
609-3, 609SW-3	3 PART	157.00	213.00	299.00	503.00	797.00

REGISTER FOR 4" x 6" REGISTER FORMS	1
D924 PLASTIC PORTABLE REGISTER	68.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** Prices include: Printing your heading (up to 6 lines, 5 lines on GEN0609). Consecutive numbering available. TYPESTYLES: 1-6, 8-11, 13, 15 (see p. 172).



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And your logo to help build your image. With a design that's all your own, you're sure to be remembered. See pages 168-171 for more information.

Need something different?  
Call us for a free custom quote.

**A**

**C**

**D**

Please specify layout when ordering.  
Layout A:  
**ALL SALES FINAL**  
Layout B:  
**NO CASH RETURNS**  
Layout C:  
**1 line of custom wording or blank**

**A Medium Sales Book 2509**

**FORM SIZE:** 4<sup>3</sup>/<sub>16</sub>" x 7" DETACHED  
**PARTS:** 2 OR 3

Proven, versatile and handy at the counter, on the sales floor and in the field. Get faster write-ups of complete sales details, billing, deliveries, inventory, returns and more.

**C Classic Collection™ Medium Sales Book 2509SW**

Same features as product GEN2509 with three special wording options.

**D Classic Collection™ Small Sales Book 50SW**

Same features as product GEN0050 with three special wording options.

**B Small Sales Book 50**

**FORM SIZE:** 3<sup>3</sup>/<sub>8</sub>" x 5<sup>1</sup>/<sub>8</sub>" DETACHED  
**PARTS:** 2 OR 3

Compact, versatile, professional and proven.

Use for receipts or invoices. Designed to document sales, billing, deliveries, inventory, returns and more.

**B**

Prices for Small and Medium Sales Books (A)

PRODUCT	PARTS	500 SETS	1000 SETS	2000 SETS	4000 SETS
50-2, 50SW-2	2 PART	195.00	219.00	361.00	576.00
50-3, 50SW-3	3 PART	240.00	304.00	496.00	797.00
2509-2, 2509SW-2	2 PART	204.00	270.00	485.00	723.00
2509-3, 2509SW-3	3 PART	240.00	347.00	598.00	904.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** Prices include: Printing your heading (up to 6 lines, 5 lines on GEN0050). Consecutive numbering available. TYPESTYLES: 1-6, 8-11, 13, 15, 16 (see p. 172).



E

F

Best Seller

YOUR MESSAGE HERE  
YOUR MESSAGE HERE

Please specify layout when ordering.  
Layout A:  
**ALL SALES FINAL**  
Layout B:  
**NO CASH RETURNS**  
Layout C:  
**2 lines of custom wording or blank**

**E** Large Sales Book

**55SW**

Same features as product GEN0055 in the Classic Collection™ design, available in your choice of three layouts of special wording.

**F** Large Sales Book

**55**

**FORM SIZE:** 5 1/2" x 8 1/2" DETACHED  
**PARTS:** 2 OR 3

Versatile and handy at the counter, on the sales floor and in the field. Get faster write-ups of complete sales details, billing, deliveries, inventory, returns and more.

**G** Classic Collection™ Large Horizontal Sales Book

**54**

**FORM SIZE:** 8 1/2" x 5 1/2" DETACHED  
**PARTS:** 2 OR 3

50 2-part or 3-part sets per book.

G

Prices for Large Sales Books (A)

PRODUCT	PARTS	250 SETS	500 SETS	1000 SETS	2000 SETS	4000 SETS
55-2 55SW-2, 54-2	2 PART	193.00	261.00	374.00	680.00	1114.00
55-3 55SW-3, 54-3	3 PART	219.00	324.00	496.00	874.00	1484.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** Prices include: Printing your heading, up to 6 lines. Consecutive numbering available. TYPESTYLES: 1-6, 8-11, 13, 15, 16 (see p. 172).

**A**

**B**

**C**

Print your Business Terms here (2-line Maximum) **FREE!**

**A Large Sales Slip 81**

**FORM SIZE:** 5<sup>3</sup>/<sub>8</sub>" x 8<sup>1</sup>/<sub>2</sub>" DETACHED  
**PARTS:** 2 OR 3

The professional, versatile way to get a lot more detail than a cash register receipt. Large format features generous space to record sales, credits, special orders, returns and more.

**B Spectra™ Collection Large Sales Slip 2591**

**FORM SIZE:** 5<sup>2</sup>/<sub>8</sub>" x 8<sup>1</sup>/<sub>2</sub>" DETACHED  
**PARTS:** 2 OR 3

Large sales slip in the gray and burgundy Spectra™ design.

**C Spectra™ Collection Small Sales Slip 2590**

**FORM SIZE:** 4<sup>1</sup>/<sub>4</sub>" x 7" DETACHED  
**PARTS:** 2 OR 3

Small sales slip in the gray and burgundy Spectra™ design.

**D Small Sales Slip 80**

**FORM SIZE:** 4<sup>1</sup>/<sub>4</sub>" x 7" DETACHED  
**PARTS:** 2 OR 3

Time-proven design is a professional, versatile way to get more detail than a cash register receipt. Lots of space to record sales, credits, special orders, returns and more.

**D**

Prices for Large and Small Sales Slips (A)

PRODUCT	PARTS	250	500	1000	2000	4000
80-2, 2590-2	2 PART	134.00	211.00	283.00	483.00	757.00
80-3, 2590-3	3 PART	170.00	249.00	351.00	630.00	1033.00
81-2, 2591-2	2 PART	163.00	249.00	370.00	612.00	1065.00
81-3, 2591-3	3 PART	222.00	331.00	514.00	863.00	1437.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** Prices include: Printing your heading (up to 6 lines, 5 lines on 2590). Consecutive numbering available. TYPESTYLES: 1-6, 8-11, 13, 15 (see p. 172).

Logos get you noticed.

Pick a **FREE Business Design!**  
 Hundreds to choose from (See pages 173-174.)  
 or Add a Custom Logo

**E Sales Order Book 82**

**FORM SIZE:** 6 1/2" x 10 1/2" DETACHED  
**PARTS:** 2 OR 3  
**ENVELOPES:** DUAL WINDOW 772C SELF-SEAL 5025C

Writing up orders is easy and professional. Pre-printed headings and roomy description area make filling orders quick and accurate. Available in 50 forms per book.

**F Large Sales Order 53**

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 2 OR 3  
**ENVELOPES:** DUAL WINDOW 771C SELF-SEAL 5030C

Classics are always a solid choice. Proven design features pre-printed headings and roomy description area make filling orders quick and accurate.

**G Classic Collection™ Sales Order 52**

**FORM SIZE:** 8 1/2" x 7" DETACHED  
**PARTS:** 2, 3 OR 4

Preprinted heading and roomy description area make filling orders quick and accurate.

**H Color Collection™ Sales Order 52T**

Same features as product 52 in 2- or 3-part.

Prices For Sales Orders And Companion Envelopes (A)

PRODUCT	PARTS	250	500	1000	2000	4000
52T-2, 52-2	2 PART	200.00	253.00	408.00	668.00	—
52T-3, 52-3	3 PART	268.00	376.00	546.00	893.00	—
— 52-4	4 PART	308.00	451.00	637.00	1061.00	—
53-2	2 PART	242.00	321.00	503.00	800.00	1333.00
53-3	3 PART	304.00	440.00	664.00	1097.00	1758.00
82-2	2 PART	234.00	351.00	523.00	972.00	1715.00
82-3	3 PART	310.00	489.00	750.00	1375.00	2398.00
<b>COMPANION ENVELOPES</b>		<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>	<b>4000</b>
771C	DUAL WINDOW	33.00	49.00	85.00	157.00	297.00
772C	DUAL WINDOW	70.00	111.00	195.00	304.00	535.00
5025C	DUAL WINDOW, SELF-SEAL	127.00	157.00	245.00	433.00	809.00
5030C	DUAL WINDOW, SELF-SEAL	113.00	166.00	244.00	448.00	689.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** PRICES INCLUDE: Printing your heading (up to 5 lines, plus 2 lines for phone/fax) and consecutive numbering. TYPESTYLES: 1-6, 8-11, 13, 15, 16 (see p. 172).

**Products featuring this icon are available in:**  
**COLOR COLLECTION™**  
 NAVY BLUE   HUNTER GREEN   BURGUNDY

A

Need something different?  
Call us for a free custom quote.

**A** Classic Collection™ Purchase Order with Receiving Report  
**90**

**FORM SIZE:** 8 1/2" x 7" DETACHED  
RECEIVING COPY 8 1/2" x 8"  
**PARTS:** 3, 4 OR 5  
**ENVELOPES:** DUAL WINDOW 771C, SELF-SEAL 5030C  
MAIL/RETURN 13109-1

One write-up gives you the order PLUS a ready-made receiving report. Special section for remarks. Blocked-out price columns on receiving copy. Receiving Report is on last copy of 3-part form, last 2 copies of 4- and 5-part forms.

**B** Purchase Order Book  
**87**

**FORM SIZE:** 6 3/8" x 8 1/2" DETACHED  
**PARTS:** 2 OR 3  
**ENVELOPES:** DUAL WINDOW 772C, SELF-SEAL 5025C

Big classic in book form. List up to 12 procurement items with lots of space for recordkeeping, terms, requisition numbers, shipping information and more. Confirmation labels also included.

**C** Classic Collection™ Purchase Order Book  
**88-2**

**FORM SIZE:** 6 3/8" x 8 1/2" DETACHED  
**PARTS:** 2, WITH CARBONS  
**ENVELOPES:** DUAL WINDOW 772C, SELF-SEAL 5025C

50 sets, plus 2 carbons per book.

C

Prices for Purchase Orders and Companion Envelopes (A)

PRODUCT	PARTS	250	500	1000	2000
87-2	2 PART	229.00	319.00	510.00	802.00
87-3	3 PART	304.00	423.00	634.00	1078.00
88-2	2 PART	215.00	283.00	435.00	725.00
90-3	3 PART	268.00	376.00	546.00	893.00
90-4	4 PART	308.00	451.00	637.00	1061.00
90-5	5 PART	274.40	431.20	634.20	1076.60
<b>COMPANION ENVELOPES</b>		<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>
771C	DUAL WINDOW	33.00	49.00	85.00	157.00 297.00
772C	DUAL WINDOW	70.00	111.00	195.00	304.00 535.00
5025C	DUAL WINDOW, SELF-SEAL	127.00	157.00	245.00	433.00 809.00
5030C	DUAL WINDOW, SELF-SEAL	113.00	166.00	244.00	448.00 689.00
13109-1	MAIL/RETURN ENVELOPE	222.00	319.00	469.00	793.00 1537.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. PRICES INCLUDE: Printing your heading, up to 5 lines, plus 2 lines for phone/fax. Consecutive numbering available. TYPESTYLES: 1-6, 8-18 (see p. 172).

**D**

**E**

**D Large Purchase Order**  
**92**

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 2 OR 3  
**ENVELOPES:** DUAL WINDOW 771C, SELF-SEAL 5030C

Our most detailed purchase order books track everything you buy. List up to 20 procurement items with lots of space for recordkeeping, terms, requisition numbers, shipping information and more.

**E Small Purchase Order**  
**91**

**FORM SIZE:** 8 1/2" x 7" DETACHED  
**PARTS:** 2 OR 3  
**ENVELOPES:** DUAL WINDOW 771C, SELF-SEAL 5030C  
MAIL/RETURN 13109-1

Helps you keep track of every purchase detail from quantity and descriptions to terms, requisition numbers and shipping information.

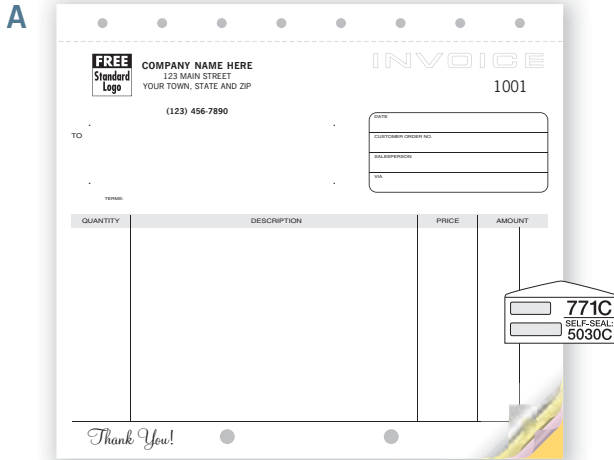
91-2	2 PART	200.00	253.00	408.00	668.00	1312.00
91-3	3 PART	268.00	376.00	546.00	893.00	1707.00
92-2	2 PART	242.00	321.00	503.00	800.00	1333.00
92-3	3 PART	304.00	440.00	664.00	1097.00	1758.00

771C	DUAL WINDOW	33.00	49.00	85.00	157.00	297.00
5030C	DUAL WINDOW, SELF-SEAL	113.00	166.00	244.00	448.00	689.00
13109-1	MAIL/RETURN, SELF-SEAL	222.00	319.00	469.00	793.00	1537.00

Logos get you noticed.

Pick a **FREE Business Design!**  
Hundreds to choose from (See pages 173-174.)  
or Add a Custom Logo





### A Invoice without Lines

107

**FORM SIZE:** 8 1/2" x 7" DETACHED  
**PARTS:** 2 OR 3  
**ENVELOPES:** DUAL WINDOW 771C, SELF-SEAL 5030C

Get paid faster. Proven, professional design gives customers all the details, including merchandise sold, payment terms and more.

### B Invoice with Lines

108

**FORM SIZE:** 8 1/2" x 7" DETACHED  
**PARTS:** 2 OR 3  
**ENVELOPES:** DUAL WINDOW 771C, SELF-SEAL 5030C

Get paid faster. Proven, professional and convenient snapset design gives customers all the details, including merchandise sold, payment terms and more.

### C



Save Addressing Time with Dual Window Envelopes.

### C Compact Invoice

GEN0114

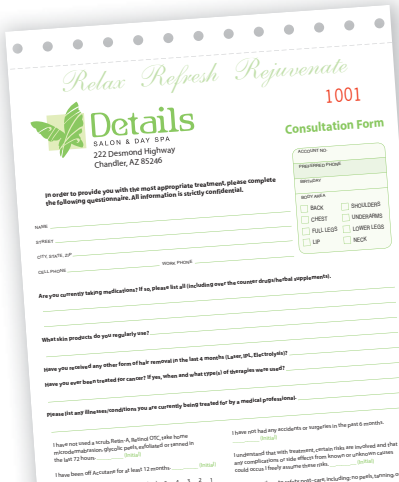
**FORM SIZE:** 5 1/2" x 7" DETACHED  
**PARTS:** 2, 3, OR 4  
**ENVELOPES:** 721-1 SINGLE WINDOW  
 731-1 SINGLE WINDOW SELF-SEAL

Great for small orders.

Prices for Invoices and Companion Envelopes (A)

PRODUCT	PARTS	250	500	1000	2000
107-2, 108-2	2 PART	200.00	253.00	408.00	668.00
107-3, 108-3	3 PART	268.00	376.00	546.00	893.00
GEN0114-2	2 PART	170.00	253.00	383.00	630.00
GEN0114-3	3 PART	229.00	338.00	523.00	886.00
GEN0114-4	4 PART	211.40	296.80	424.20	708.40
<b>COMPANION ENVELOPES</b>		<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>
771C	DUAL WINDOW	33.00	49.00	85.00	157.00
721-1	SINGLE WINDOW, IMPRINTED	—	87.00	136.00	261.00
731-1	SMALL SINGLE WINDOW, SELF-SEAL	—	132.00	188.00	376.00
5030C	DUAL WINDOW, SELF-SEAL	113.00	166.00	244.00	448.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** Prices include: Printing your heading (GEN0114: up to 6 lines; all others: up to 5 lines, plus 2 lines for phone/fax). Consecutive numbering available. TYPESTYLES: 1-6, 8-16, 18, 22, 23, 26, 27, 29, 32 (see p. 172).



## Custom Solutions®

Change Your Forms from drab to FAB with Custom Forms!

Add color to your forms and watch them transform into an effective, time-saving marketing tool to promote your business. See pages 168-171 for details.

**D**

Save Addressing Time with Dual Window Envelopes.  
771C and Self-Seal 5030C are compatible with all products shown on this page.

**E**

**F**

**D Large Invoice 106**

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 2 OR 3  
**ENVELOPES:** DUAL WINDOW 771C, SELF-SEAL 5030C  
MAIL/RETURN 13109-1

Get paid faster with the form that gives customers all the information they need. Documents order number, item(s) shipped, back-ordered items, payment terms and more.

**E Spectra™ Collection Large Invoice 4551**

Same features and size as product GENO106, in the gray and burgundy Spectra™ style. Available in 2-, 3- or 4-part.

**F Small Invoice 105**

**FORM SIZE:** 8 1/2" x 7" DETACHED  
**PARTS:** 2 OR 3  
**ENVELOPES:** DUAL WINDOW 771C, SELF-SEAL 5030C  
MAIL/RETURN 13109-1

Eliminate mix-ups with separate area for billing and shipping addresses. Avoid problems with areas for order numbers, item(s) shipped, back-ordered items, payment terms and more.

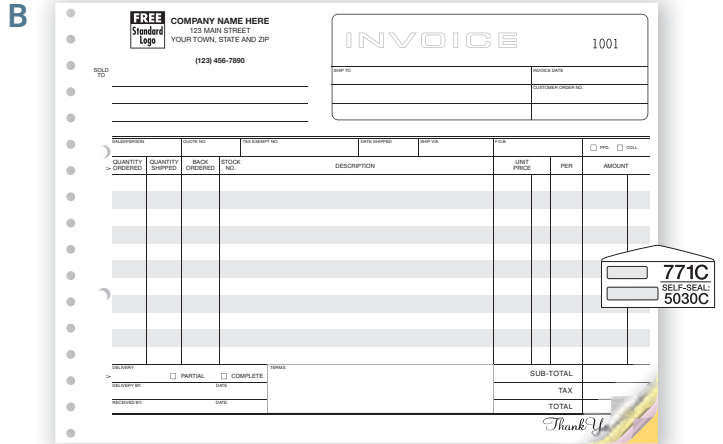
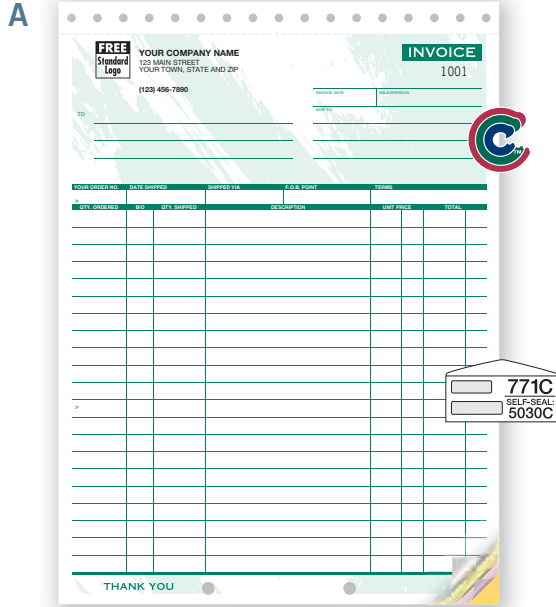
Prices for Invoices and Companion Envelopes (A)

PRODUCT	PARTS	250	500	1000	2000
105-2	2 PART	200.00	253.00	408.00	668.00
105-3	3 PART	268.00	376.00	546.00	893.00
106-2, 4551-2	2 PART	242.00	321.00	503.00	800.00
106-3, 4551-3	3 PART	304.00	440.00	664.00	1097.00
4551-4	4 PART	257.60	415.80	639.80	1108.80
COMPANION ENVELOPES		250	500	1000	2000
771C	DUAL WINDOW	33.00	49.00	85.00	157.00
5030C	DUAL WINDOW, SELF-SEAL	113.00	166.00	244.00	448.00
13109-1	MAIL/RETURN	222.00	319.00	469.00	793.00

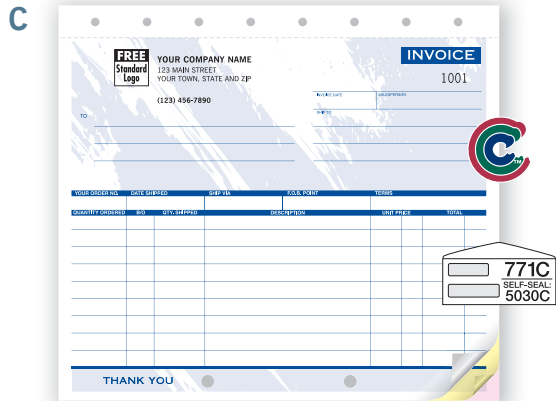
**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** Prices include: Printing your heading, up to 5 lines, plus 2 lines for phone/fax. Consecutive numbering available. TYPESTYLES: 1-6, 8-11, 13, 15 (see p. 172).

Get Paid Faster with Mail/Return Envelopes.

13109-1 features a mailing and return envelope all in one. Works with all invoices on pages 118-119 (except product GENO114). Details on page 131.



Products featuring this icon are available in:  
**COLOR COLLECTION™**  
 NAVY BLUE HUNTER GREEN BURGUNDY



**A Color Collection™ Large Shipping Invoice 122T**

**FORM SIZE:** 8 1/2" x 11" DETACHED  
**PARTS:** 2 OR 3  
**ENVELOPES:** DUAL WINDOW 771C, SELF-SEAL 5030C  
 MAIL/RETURN 13109-1

4-part forms are available in navy blue only (2- and 3-part forms available in all 3 colors).

Also available, but not shown:

**Classic Collection™ Invoice 122**

Same features as product 122T in the Classic Collection™ design. Available in 3-, 4- or 5-part.

**B Classic Collection™ Wide Body Invoice 113**

**FORM SIZE:** 11" x 8 1/2" DETACHED  
**PARTS:** 4  
**ENVELOPES:** DUAL WINDOW 771C, SELF-SEAL 5030C  
 MAIL/RETURN 13109-1

Generous invoice with plenty of room to list all the details.

**C Color Collection™ Small Shipping Invoice 121T**

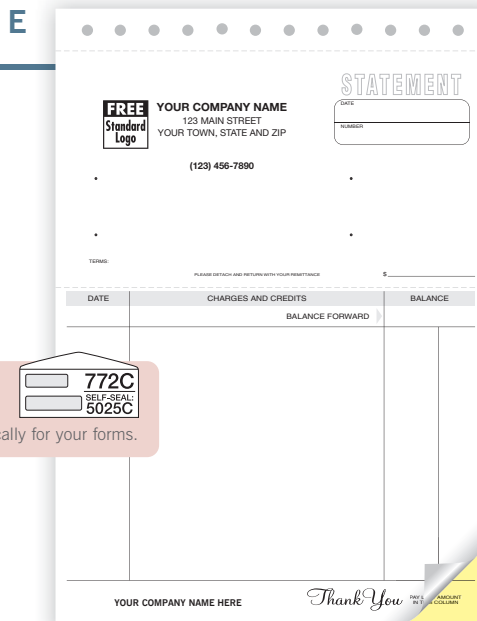
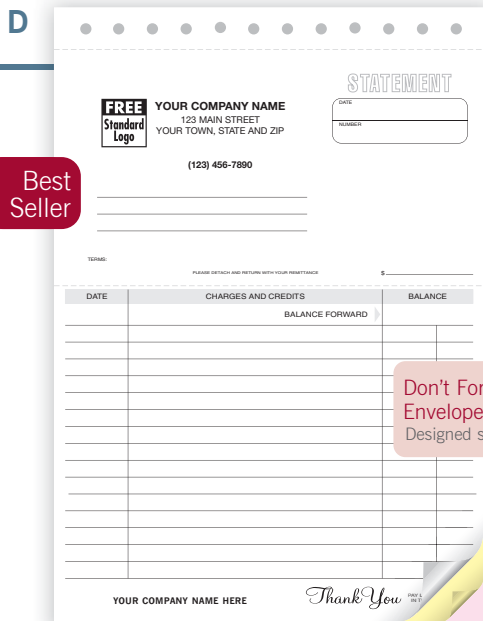
**FORM SIZE:** 8 1/2" x 7" DETACHED  
**PARTS:** 2 OR 3  
**ENVELOPES:** DUAL WINDOW 771C, SELF-SEAL 5030C  
 MAIL/RETURN 13109-1

4-part forms are available in navy blue only (2- and 3-part forms available in all 3 colors).

Prices for Shipping Invoices and Companion Envelopes (A)

COLOR COLLECTION	CLASSIC COLLECTION	PARTS	250	500	1000	2000
121T-2	SMALL	2 PART	200.00	253.00	408.00	668.00
121T-3	SMALL	3 PART	268.00	376.00	546.00	893.00
122T-2	—	LARGE	194.00	258.80	403.40	642.20
122T-3	122-3	LARGE	304.00	440.00	664.00	1097.00
—	122-5	LARGE	462.00	746.00	1171.00	1896.00
—	113-4	WIDE	283.40	457.40	703.80	1219.60
<b>COMPANION ENVELOPES</b>			<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>
771C	DUAL WINDOW		33.00	49.00	85.00	157.00
5030C	DUAL WINDOW, SELF-SEAL		113.00	166.00	244.00	448.00
13109-1	MAIL/RETURN ENVELOPE		222.00	319.00	469.00	793.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** Prices include: Printing your heading, up to 5 lines, plus 2 lines for phone/fax. Consecutive numbering available. TYPESTYLES: 1-6, 8-18 (see p. 172).



**D** Statement with Lines

496

**FORM SIZE:** 6 3/8" x 8 1/2" DETACHED  
**PARTS:** 2 OR 3  
**ENVELOPES:** DUAL WINDOW 772C, SELF-SEAL 5025C

Avoid confusion and problems. Give customers a complete, clear picture of their accounts. Room to list account activity, previous balances, amount due and more.

**E** Statement without Lines

495

**FORM SIZE:** 6 3/8" x 8 1/2" DETACHED  
**PARTS:** 2 OR 3  
**ENVELOPES:** DUAL WINDOW 772C, SELF-SEAL 5025C

Design avoids confusion. Give customers a complete, clear picture of their accounts. Room to list account activity, previous balances, amount due and more.

**F** Spectra™ Collection Statement with Finance Charge

4506

**FORM SIZE:** 6 3/8" x 8 1/2" DETACHED  
**PARTS:** 2  
**ENVELOPES:** DUAL WINDOW 772C, SELF-SEAL 5025C

Easy-to-use statements let you list account activity, previous balance and amount due. Standard terms printed for your convenience or add your own terms.

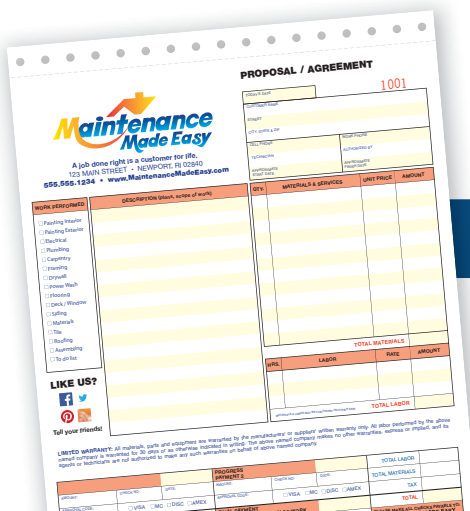
**F**



Prices for Statements and Companion Envelopes (A)

PRODUCT	PARTS	250	500	1000	2000	4000
495-2 STATEMENT W/O LINES	2 PART	195.00	283.00	435.00	710.00	—
495-3 STATEMENT W/O LINES	3 PART	179.20	287.00	448.00	750.40	1216.60
496-2 STATEMENT W/ LINES	2 PART	195.00	283.00	435.00	710.00	—
496-3 STATEMENT W/ LINES	3 PART	245.00	394.00	614.00	1029.00	—
4506-2 STATEMENT	2 PART	195.00	283.00	435.00	710.00	1156.00
<b>COMPANION ENVELOPES</b>		<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>	<b>4000</b>
772C DUAL WINDOW, CLASSIC COLLECTION		70.00	111.00	195.00	304.00	535.00
5025C DUAL WINDOW, SELF-SEAL		127.00	157.00	245.00	433.00	809.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. PRICES INCLUDE: Printing your heading, up to 5 lines, plus 2 lines for phone/fax, on top section, and your name on bottom. TYPESTYLES: 1-6, 8-11, 13, 15, 16 (see p. 172).



**Custom Solutions®**

Save Time and Look Great!

Avoid having to rewrite the same information over and over by printing your services and specific business terms on your forms. Add your logo and print in full color to really stand out from the competition! See pages 168-171 to learn more about Custom Solutions.

Statements

A

C

B

D

**A** Statement with Return Envelope  
**705**

**FORM SIZE:** 6" x 10 1/2"  
**ENVELOPES:** DUAL WINDOW 772C  
SELF-SEAL 5025C

Get paid even faster with a detachable return envelope imprinted with your company name and address.

**C** Statement/Ledger System  
**Statement**

**98**  
**FORM SIZE:** 6 3/8" x 8 1/2" DETACHED  
**PARTS:** 1  
**ENVELOPES:** DUAL WINDOW 772C  
SELF-SEAL 5025C

Use 1-part "One-Write" system with the ledger card product 99 to assure statement and ledger entries are identical.

**B** Statement/Ledger System  
**Ledger Card**

**99**  
**CARD SIZE:** 7 3/8" x 9 1/4" OVERALL  
Printed on both sides; card stock. Use with product 98.

**D** Statement/Ledger System  
**93**

**FORM SIZE:** 5 1/2" x 8 1/2" DETACHED  
**PARTS:** 5  
**ENVELOPES:** 710-1 RETURN  
721-1 SINGLE WINDOW  
731-1 SELF-SEAL

One statement with 5 parts for 4 billing periods.

Encourage fast payments.



Include a return envelope imprinted with your name and address. Order product 710-1 return envelope below.

Prices for Statements and Companion Envelopes (A)

PRODUCT	PART	250	500	1000	2000	4000
93-5 STATEMENT	5 PART	442.00	668.00	1120.00	1992.00	3505.00
98-1 STATEMENT	1 PART	—	299.00	431.00	746.00	1278.00
99 LEDGER CARD		206.00	324.00	535.00	948.00	1675.00
705-1 STATEMENT W/ RETURN ENV	1 PART	222.00	308.00	467.00	736.00	1242.00
705-2 STATEMENT W/ RETURN ENV	2 PART	306.00	410.00	655.00	1124.00	2013.00
<b>COMPANION ENVELOPES</b>		<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>	<b>4000</b>
710-1 RETURN, IMPRINTED		85.00	144.00	208.00	322.00	578.00
721-1 SINGLE WINDOW, IMPRINTED		—	87.00	136.00	261.00	457.00
731-1 SMALL SINGLE WINDOW, SELF-SEAL		—	132.00	188.00	376.00	596.00
772C DUAL WINDOW, UNIMPRINTED		70.00	111.00	195.00	304.00	535.00
5025C DUAL WINDOW SELF-SEAL, UNIMPRINTED		127.00	157.00	245.00	433.00	809.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** PRICES INCLUDE: Printing your heading (93: up to 5 lines in top section and your name (1 line) on bottom; 98/705: up to 5 lines, plus 2 lines for phone/fax numbers on top section and your name on bottom). 705 also includes 4 lines of type on detachable envelope. RETURN ENVELOPE PRICES INCLUDE: 710-1: up to 4 lines; 721-1: up to 5 lines. TYPESTYLES: 1-6, 8-11, 13, 15 (see p. 172).

Logos get you noticed.



\$ 3003    \$ 150    \$ 7012    \$ 3051

Pick a FREE Business Design!  
Hundreds to choose from (See pages 173-174.)  
Or Add a Custom Logo



**Thank You!**  
We Appreciate Your Business

1630

**Your Payment**  
...will be appreciated

1631

**IS THERE ANY REASON**  
...why payment on your past due account has not been made????

1632

**PLEASE!**  
ACCOUNT PAST DUE

1633

**PART PAYMENT**  
...ON THIS PAST DUE ACCOUNT WILL BE APPRECIATED IF YOU ARE UNABLE TO PAY IN FULL TODAY!

1634

**FINAL NOTICE!**  
We will be forced to place your account in outside hands unless payment is made at once.

1635

F

4504—1ST PART: FRIENDLY REMINDER

4504—2ND PART: PAST DUE NOTICE

4504—3RD PART: FINAL NOTICE

4504—4TH PART: OFFICE COPY

Don't Forget Envelopes!  
Designed specifically for your forms.

H

G

E Padded Collection Stickers

M1630

LABEL SIZE: 1 5/8" x 1 3/8"  
LABELS PER PAD: 100

These Collection Stickers may be combined for quantity discount. Order any sticker in units of 100, minimum total order 600 stickers.

F Collection System

4504

FORM SIZE: 6 9/16" x 8 1/2" DETACHED  
PARTS: 4  
ENVELOPES: DUAL WINDOW 772C, SELF-SEAL 5025C, RETURN 710-1

A 4-part carbonless set featuring four forms in one! A single write-up gives you three notices — just add date, finance charge and mail.

G Debit/Credit Memo

124

FORM SIZE: 8 1/2" x 7" DETACHED  
PARTS: 3  
ENVELOPES: DUAL WINDOW 771C, SELF-SEAL 5030C

Issue credits/debits quickly! Just fill in the details and check the appropriate debit or credit box.

H Credit Memo

125

FORM SIZE: 8 1/2" x 7" DETACHED  
PARTS: 3  
ENVELOPES: DUAL WINDOW 771C, SELF-SEAL 5030C

Credit memo gives customers an up-to-date account review.

Prices for Collection Systems, Credit Memos and Collection Stickers (A)

PRODUCT	PARTS	100	250	500	1000
124-3 DEBIT/CREDIT MEMO	3 PART	185.00	268.00	376.00	546.00
125-3 CREDIT MEMO	3 PART	185.00	268.00	376.00	546.00
4504-4 COLLECTION SYSTEM	4 PART	213.00	313.00	469.00	780.00
<b>COMPANION ENVELOPES</b>		<b>100</b>	<b>250</b>	<b>500</b>	<b>1000</b>
710-1 RETURN - WHITE		—	85.00	144.00	208.00
771C DUAL WINDOW		22.00	33.00	49.00	85.00
772C DUAL WINDOW		53.00	70.00	111.00	195.00
5025C DUAL WINDOW, SELF-SEAL		81.00	127.00	157.00	245.00
5030C DUAL WINDOW, SELF-SEAL		93.00	113.00	166.00	244.00
<b>M1630 COLLECTION STICKERS</b>		<b>600</b>	<b>1200</b>	<b>1800</b>	<b>2400 (A)</b>
1630 THANK YOU	1631 YOUR PAYMENT				
1632 IS THERE ANY	1633 PLEASE	77.00	119.00	149.00	172.00
1634 PART PAYMENT	1635 FINAL NOTICE				

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. PRICES INCLUDE: Printing your heading (up to 5 lines, plus 2 for phone/fax numbers). Consecutive numbering available on products 124 and 125. TYPESTYLES: See p. 172).



E

**BILL OF LADING**  
**STRAIGHT BILL OF LADING—SHORT FORM—ORIGINAL—NOT NEGOTIABLE**

DESIGNATE WITH AN (X) BY **TRUCK**  **FREIGHT**

RECEIVED subject to the classification and liability that apply to the date of issue of this Bill of Lading.

The carrier, intended addressee, consignee and other parties to this contract are identified by the information contained herein. The carrier, intended addressee, consignee and other parties to this contract are identified by the information contained herein. The carrier, intended addressee, consignee and other parties to this contract are identified by the information contained herein.

From **YOUR COMPANY NAME HERE** 123 MAIN STREET YOUR TOWN, STATE AND ZIP

At **CARRIER** 1001

CONSIGNEE COMPANY NAME HERE 123 MAIN STREET YOUR TOWN, STATE AND ZIP (123) 456-7890

NO.	PKGS.	HT	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	WEIGHT (GROSS)	SCALE OR DATE	CHARGES

SHIPPER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

AGENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PLACARDS SUPPLIED  YES  NO

EMERGENCY RESPONSE PHONE NO. \_\_\_\_\_

SHIPPER'S CERTIFICATION: This is to certify that the above-stated materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Permanent post-office address of shipper: \_\_\_\_\_

F

**BILL OF LADING—SHORT FORM—ORIGINAL—NOT NEGOTIABLE**

DESIGNATE WITH AN (X) BY **TRUCK**  **FREIGHT**

RECEIVED subject to the classification and liability that apply to the date of issue of this Bill of Lading.

The carrier, intended addressee, consignee and other parties to this contract are identified by the information contained herein. The carrier, intended addressee, consignee and other parties to this contract are identified by the information contained herein.

From **YOUR COMPANY NAME HERE** 123 MAIN STREET YOUR TOWN, STATE AND ZIP

At **CARRIER** 1001

CONSIGNEE COMPANY NAME HERE 123 MAIN STREET YOUR TOWN, STATE AND ZIP (123) 456-7890

NO.	PKGS.	HT	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	WEIGHT (GROSS)	SCALE OR DATE	CHARGES

SHIPPER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

AGENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PLACARDS SUPPLIED  YES  NO

EMERGENCY RESPONSE PHONE NO. \_\_\_\_\_

SHIPPER'S CERTIFICATION: This is to certify that the above-stated materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Permanent post-office address of shipper: \_\_\_\_\_

G

**STRAIGHTBILL OF LADING**  
**ORIGINAL—NOT NEGOTIABLE**

Shipper No. **B 1001**

Carrier No. \_\_\_\_\_ Date \_\_\_\_\_

TO: Consignee FROM: **YOUR COMPANY NAME HERE**

Street Street **123 MAIN STREET**

Destination Origin **YOUR TOWN, STATE AND ZIP**

Rate	No. Shipping Units	Kind of Packaging, Description of Articles, Special Marks and Exceptions	Weight (Gross)	Rate	CHARGES

SHIPPER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

AGENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PLACARDS SUPPLIED  YES  NO

EMERGENCY RESPONSE PHONE NO. \_\_\_\_\_

SHIPPER'S CERTIFICATION: This is to certify that the above-stated materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Permanent post-office address of shipper: \_\_\_\_\_

Best Seller

**E Bill of Lading 6225**

FORM SIZE: 8 1/2" x 11" DETACHED PARTS: 3 OR 4

Meets all DOT and ICC regulations. Plenty of room to list all your essential shipping details. Special column to cite hazardous materials.

**F Bill of Lading — Short Form 7200**

FORM SIZE: 8 1/2" x 7" PARTS: 3, 4 OR 5

Comprehensive forms allow for proper documentation on all parts to meet all DOT and ICC regulations. Carbonless.

Accepted by all commercial carriers for Hazmat and Non-Hazmat shipments.

**G Bill of Lading 5041**

FORM SIZE: 8 1/2" x 7" DETACHED PARTS: 3 OR 4

Easy to use and accepted by all commercial carriers.

Prices for Bills of Lading (A)

PRODUCT	PARTS	250	500	1000	2000
7200-3 BILL OF LADING	3 PART	268.00	376.00	546.00	893.00
7200-4 BILL OF LADING	4 PART	308.00	451.00	637.00	1061.00
7200-5 BILL OF LADING	5 PART	414.20	616.00	817.80	1363.00
5041-3 BILL OF LADING	3 PART	268.00	376.00	546.00	893.00
5041-4 BILL OF LADING	4 PART	308.00	451.00	637.00	1061.00
6225-3 BILL OF LADING	3 PART	304.00	440.00	664.00	1097.00
6225-4 BILL OF LADING	4 PART	353.00	571.00	877.00	1520.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. Prices FOR IMPRINTED PRODUCTS include: Printing your heading (5041/6225/ 7200: up to 3 lines in "FROM" area, plus your name on 1 line in lower section) and consecutive numbering. TYPESTYLES: 6225: 31; ALL OTHERS: 1-6, 8-11, 13, 15, 17, 26, 27 (see p. 172).

See page 44 for Laser and Continuous Bills of Lading.

Delivery Receipts, Requisition Forms

A

Best Seller

We also offer export forms. Call for Details.

B

C

Don't Forget Envelopes! 771C SELF-SEAL 5030C. Designed specifically for your forms.

Protect your forms with a Portable Desk!



D

**A Delivery Receipt 5052**

FORM SIZE: 8 1/2" x 7" DETACHED  
PARTS: 2, 3 OR 4

Provides a signed, permanent record of every shipment — no need for follow-up phone calls.

**B Delivery Receipt R6520**

FORM SIZE: 5 1/2" x 8 1/2" DETACHED  
PARTS: 2 OR 3

Get proof your shipments arrive. Form requires signature, and preprinted columns save time and ensure greater accuracy.

**C Delivery Receipt Book 6223**

FORM SIZE: 8 1/2" x 7" DETACHED  
PARTS: 3  
ENVELOPE: 771C, SELF-SEAL 5030C

Make sure your shipments reach their destinations. Form requires signatures, so you get a permanent record of delivery. Great for large shipments. 50 sets per book.

**D Portable Desk D902**

FITS FORMS UP TO 5 1/2" x 9 1/2"

Made of durable, lightweight aluminum, our Portable Desk protects your forms from wind, rain and grease.

**E 4-in-1 Requisition 6413**

FORM SIZE: 5 1/2" x 8 1/2" DETACHED  
PARTS: 3

So versatile! Use one for Store, Stock, Purchase or Supply Requisitions — multipurpose checkboxes makes it easy. Convenient snapset version. Unimprinted. Consecutive numbering available.

E

Prices for Delivery Receipts and Requisition Forms (A)

PRODUCT	PARTS	250	500	1000	2000
R6520-2 DELIVERY RECEIPT	2 PART	170.00	253.00	383.00	630.00
R6520-3 DELIVERY RECEIPT	3 PART	229.00	338.00	523.00	886.00
5052-2 DELIVERY RECEIPT	2 PART	200.00	253.00	408.00	668.00
5052-3 DELIVERY RECEIPT	3 PART	268.00	376.00	546.00	893.00
5052-4 DELIVERY RECEIPT	4 PART	308.00	451.00	637.00	1061.00
6223-3 DELIVERY RECEIPT BOOK	3 PART	297.00	412.00	612.00	1035.00
6413-3 4-IN-1 REQUISITION	3 PART	229.00	338.00	523.00	886.00
<b>COMPANION ENVELOPES</b>		<b>250</b>	<b>500</b>	<b>1000</b>	<b>2000</b>
771C DUAL WINDOW		33.00	49.00	85.00	157.00
5030C DUAL WINDOW, SELF-SEAL		113.00	166.00	244.00	448.00
<b>PORTABLE DESK FOR 5 1/2" X 8 1/2" REQUISITION FORMS</b>				<b>1</b>	
D902 PORTABLE DESK					70.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. Prices on IMPRINTED PRODUCTS include: Printing your heading (6223: up to 5 lines, plus 2 for phone and fax; 5052 and GEN6520: up to 5 lines) and consecutive numbering. 6413 is unimprinted. Consecutive numbering available. TYPESTYLES: 1-6, 8-16, 18-32 (see p. 172).

Best Seller

## Standard #10 Envelopes

A variety of styles, formats and options to choose from. Available in White, with or without Confidential Lining, with or without Single Window, as well as Self-Seal or Gummed.

### A Standard #10 No Window 740-1

SIZE: 9 1/2" x 4 1/8"  
 STOCK: 24 LB.  
 COLOR: WHITE

#### No Window

- 762-1 #10 Self-Seal
- 742-1 #10 Confidential
- 96305 #10 Confidential Secure Blue tint lining
- 712-1 #10 Confidential, Self-Seal

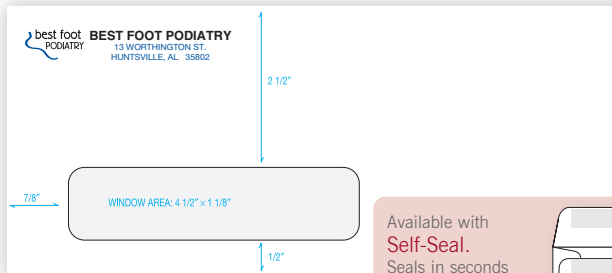
#### Single Window

- 741-1 #10 Gummed
- 763-1 #10 Self-Seal
- 743-1 #10 Confidential
- 96307 #10 Confidential, Secure Blue tint lining
- 713-1 #10 Confidential, Self-Seal

PRICING FOR #10 ENVELOPES IS ON PAGE 129



**IMPRINT COLORS AVAILABLE**  
 Most envelopes available with 2-color imprints. Call for details.



741-1 #10 White, with Window

Available with **Self-Seal**. Seals in seconds without moisture.

Available with **Confidential Secure Blue Lining** for added security.

## Standard #9 Envelopes

Fits easily into a #10 envelope, for most business transactions requiring a return response. Available in White, with or without Confidential Lining, as well as with or without a Single Window.

### B #9 No Window 9RCC-1

SIZE: 8 7/8" x 3 7/8"  
 STOCK: 24 LB.  
 COLOR: WHITE

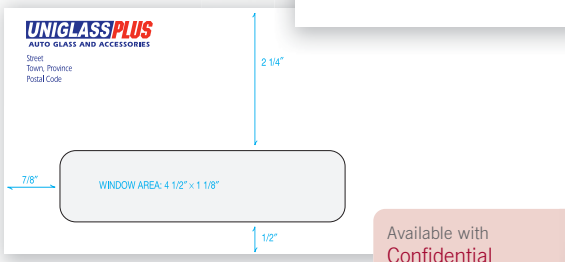
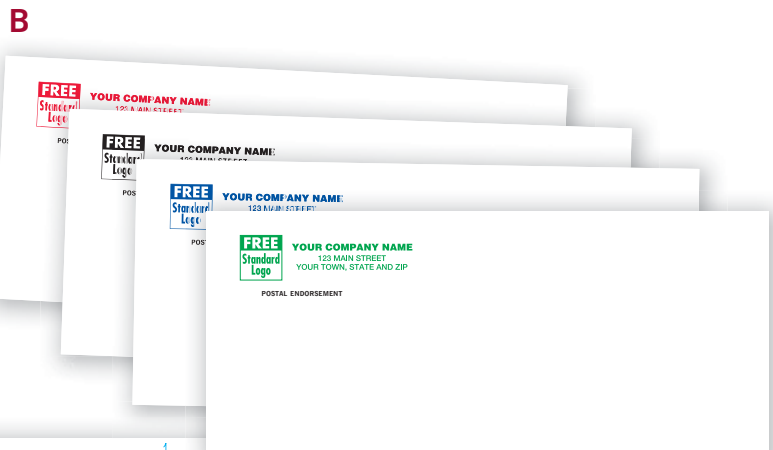
#### No Window

- 96309 #9 Confidential, Secure Blue tint lining

#### Single Window

- 9WCC-1 #9 Gummed
- 9688-1 #9 Confidential
- 96311 #9 Confidential, Secure Blue tint lining

PRICING FOR #9 ENVELOPES IS ON PAGE 129



9WCC-1 #9 White, with Window

Available with **Confidential Secure Blue Lining** for added security.



**#6<sup>3</sup>/<sub>4</sub> Envelopes** Smaller sized business envelopes used for everyday transactions and correspondence, the #6<sup>3</sup>/<sub>4</sub> is available in White, with or without Confidential Lining, as well as with or without Single Window.

**C**

**FREE Business Design!**  
(See pages 173-174.)

Available with **Self-Seal.**  
Seals in seconds without moisture.

Also available:  
**Business & Courtesy Reply Envelopes.**  
See page 131.

**IMPRINT COLORS AVAILABLE**  
Most envelopes available with 2-color imprints. Call for details.

**731-1**  
#6<sup>3</sup>/<sub>4</sub> White, with Window

**C #6<sup>3</sup>/<sub>4</sub> No Window**

**720-1**  
**SIZE:** 6 1/2" x 3 5/8"  
**STOCK:** 24 LB.  
**COLOR:** WHITE

**No Window**

- 722-1** #6<sup>3</sup>/<sub>4</sub> Confidential
- 730-1** #6<sup>3</sup>/<sub>4</sub> Self-Seal

**Single Window**

- 721-1** #6<sup>3</sup>/<sub>4</sub> Gummed
- 731-1** #6<sup>3</sup>/<sub>4</sub> Self-Seal

Available with **Confidential Lining** for added security.

**Available with all Envelopes** on pages 128-129.

Prices for #10, #9 and #6<sup>3</sup>/<sub>4</sub> Envelopes (A)

PRICES FOR #10 ENVELOPES		500	1000	2000	4000
740-1	NO WINDOW	109.00	159.00	283.00	465.00
741-1	WINDOW	95.00	145.00	283.00	480.00
742-1	NO WINDOW, CONFIDENTIAL LINING	102.00	151.00	304.00	528.00
743-1	WINDOW, CONFIDENTIAL LINING	104.00	157.00	313.00	555.00
712-1	NO WINDOW, CONFIDENTIAL LINING, SELF-SEAL	151.00	240.00	419.00	782.00
713-1	WINDOW, CONFIDENTIAL LINING, SELF-SEAL	164.00	263.00	462.00	853.00
762-1	NO WINDOW, SELF-SEAL	134.00	200.00	378.00	630.00
763-1	WINDOW, SELF-SEAL	147.00	219.00	408.00	761.00
96305	NO WIN., CONF. SECURE BLUE TINT LINING	90.00	136.00	262.00	469.00
96307	WINDOW, CONF. SECURE BLUE TINT LINING	93.00	140.00	270.00	483.00

PRICES FOR #9 ENVELOPES		500	1000	2000	4000
9RCC-1	NO WINDOW	97.00	147.00	294.00	503.00
9WCC-1	WINDOW	100.00	151.00	308.00	526.00
9688-1	WINDOW, CONFIDENTIAL LINING	113.00	164.00	327.00	581.00
96309	NO WIN., CONF. SECURE BLUE TINT LINING	93.00	140.00	270.00	483.00
96311	WINDOW, CONF. SECURE BLUE TINT LINING	93.00	140.00	270.00	483.00

PRICES FOR #6 <sup>3</sup> / <sub>4</sub> ENVELOPES		500	1000	2000	4000
720-1	NO WINDOW	85.00	137.00	261.00	455.00
721-1	WINDOW	87.00	136.00	261.00	457.00
722-1	NO WINDOW, CONFIDENTIAL LINING	97.00	142.00	275.00	503.00
730-1	NO WINDOW, SELF-SEAL	123.00	183.00	358.00	564.00
731-1	WINDOW, SELF-SEAL	132.00	188.00	376.00	596.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** PRICES INCLUDE: Printing your heading in return address area (up to 5 lines), postal permit and postal endorsement. **IMPRINT COLORS:** Blue, green, red or black. **TYPESTYLES:** 1-6, 8-15 (see p. 172).

## Dual Window

### Dual Window Envelopes

Eliminate hand addressing. Dual windows show mailing address and return address when business form is enclosed. Also available with self-seal adhesive.

#### A Self-Seal Dual Window 5025C

**SIZE:** 6<sup>7</sup>/<sub>8</sub>" x 3<sup>5</sup>/<sub>8</sub>"  
**STOCK:** 24 LB.  
**COLORS:** WHITE CONFIDENTIAL  
**IMPRINTED:** PRODUCT 5025C-1

Same as 772C with self-seal adhesive.

#### C Self-Seal Dual Window 5030C

**SIZE:** 9" x 4<sup>1</sup>/<sub>8</sub>"  
**STOCK:** 24 LB.  
**COLORS:** WHITE CONFIDENTIAL  
**IMPRINTED:** PRODUCT 5030C-1

Same as 771C with self-seal adhesive.

#### E Classic Collection™ Confidential Dual Window 91500

**SIZE:** 8<sup>5</sup>/<sub>8</sub>" x 3<sup>5</sup>/<sub>8</sub>"  
**STOCK:** 24 LB.  
**COLORS:** WHITE CONFIDENTIAL  
**IMPRINTED:** PRODUCT 91500-1  
**SELF-SEAL:** PRODUCT 92500

#### G Classic Collection™ Confidential Dual Window 91564

**SIZE:** 8<sup>5</sup>/<sub>8</sub>" x 3<sup>5</sup>/<sub>8</sub>"  
**STOCK:** 24 LB.  
**COLORS:** WHITE CONFIDENTIAL  
**IMPRINTED:** PRODUCT 91564-1

#### B Classic Collection™ Small Gummed Dual Window 772C

**SIZE:** 6<sup>7</sup>/<sub>8</sub>" x 3<sup>5</sup>/<sub>8</sub>"  
**STOCK:** 24 LB.  
**COLORS:** WHITE CONFIDENTIAL  
**IMPRINTED:** PRODUCT 772C-1

#### D Classic Collection™ Large Gummed Dual Window 771C

**SIZE:** 9" x 4<sup>1</sup>/<sub>8</sub>"  
**STOCK:** 24 LB.  
**COLORS:** WHITE CONFIDENTIAL  
**IMPRINTED:** PRODUCT 771C-1

#### F Classic Collection™ Confidential Dual Window 91663

**SIZE:** 8<sup>5</sup>/<sub>8</sub>" x 3<sup>5</sup>/<sub>8</sub>"  
**STOCK:** 24 LB.  
**COLORS:** WHITE CONFIDENTIAL  
**IMPRINTED:** PRODUCT 91663-1  
**SELF-SEAL:** PRODUCT 92663

#### H Self-Seal Confidential Dual Window 92564

**SIZE:** 8<sup>5</sup>/<sub>8</sub>" x 3<sup>5</sup>/<sub>8</sub>"  
**STOCK:** 24 LB.  
**COLORS:** WHITE CONFIDENTIAL

Same as 91564 with self-seal adhesive.

#### Prices for Envelopes (A)

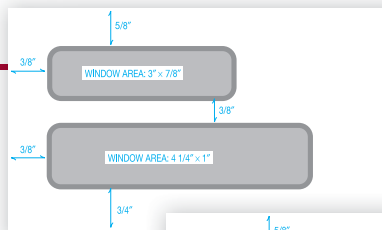
SMALL DUAL WINDOW	250	500	1000	2000	4000
772C UNIMPRINTED	70.00	111.00	195.00	304.00	535.00
772C-1 IMPRINTED	117.00	155.00	213.00	358.00	—
5025C UNIMPRINTED	127.00	157.00	245.00	433.00	809.00
5025C-1 IMPRINTED	177.00	215.00	313.00	542.00	967.00
LARGE DUAL WINDOW	250	500	1000	2000	4000
771C UNIMPRINTED	33.00	49.00	85.00	157.00	297.00
771C-1 IMPRINTED	88.00	107.00	140.00	218.00	384.00
5030C UNIMPRINTED	113.00	166.00	244.00	448.00	689.00
5030C-1 IMPRINTED	192.00	215.00	308.00	523.00	886.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** IMPRINTED PRICES INCLUDE: Your special wording (1 line, up to 30 characters, including spaces). IMPRINT COLORS: Black or red ink. TYPESTYLES: 1-6, 8-16 (see p. 172).

CONFIDENTIAL DUAL WINDOW	250	500	1000	2000	4000
91500, 91663 UNIMPRINTED	100.00	132.00	195.00	358.00	676.00
91500-1, 91663-1 IMPRINTED	143.00	170.00	245.00	419.00	780.00
91564-1* IMPRINTED	200	500	1000	2000	4000
91564-1* IMPRINTED	145.00	170.00	245.00	419.00	780.00
92500, 92663 SELF-SEAL	250	500	1000	2000	4000
92500, 92663 SELF-SEAL	127.00	157.00	245.00	433.00	802.00
92551 SELF-SEAL	136.00	170.00	268.00	496.00	744.00
92585 SELF-SEAL	109.00	147.00	247.00	435.00	—

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** IMPRINTED PRICES INCLUDE: Your special wording (1 line, up to 30 characters, including spaces). IMPRINT COLORS: Black or red ink. TYPESTYLES: 1-6, 8-15, 18, 20-21, 23-24, 31-32 (see p. 172).

A

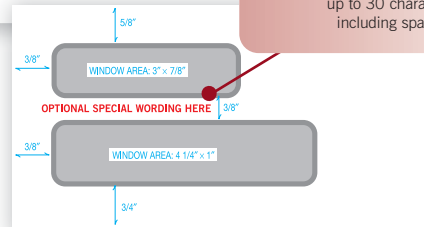


**Imprint any message**  
in red or black ink on any CLASSIC dual window envelope!

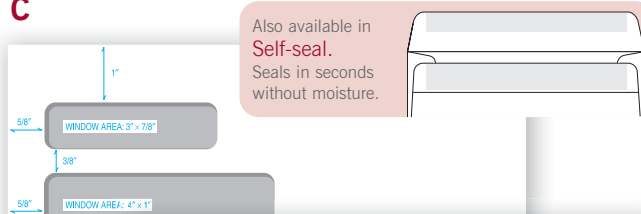
**Message Options:**

Statement Enclosed, Reply Requested,  
Open Immediately, Special Offer,  
Bill Enclosed, Important Notice  
— or —  
Submit your own special wording  
up to 30 characters,  
including spaces.

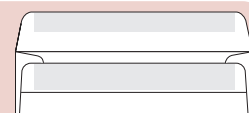
B



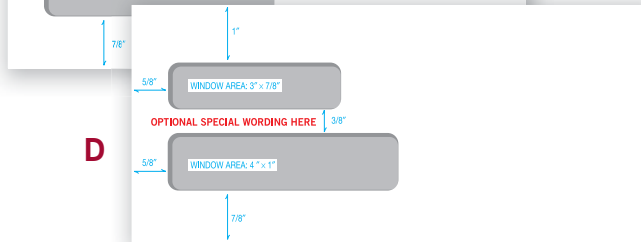
C



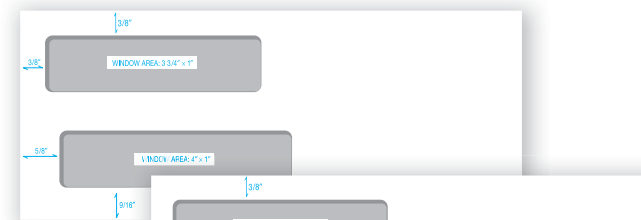
Also available in Self-seal.  
Seals in seconds without moisture.



D



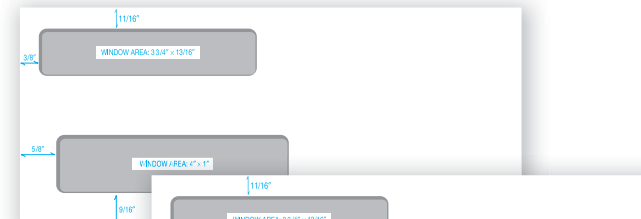
E



F



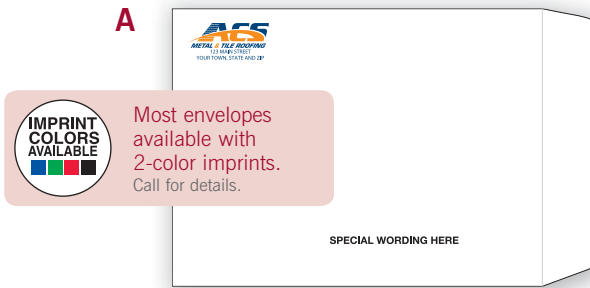
G



H



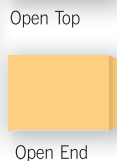
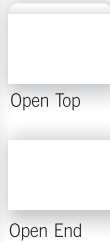
## White Mailing, Kraft, First-Class, Tyvek®



**A**

**IMPRINT COLORS AVAILABLE**

Most envelopes available with 2-color imprints. Call for details.



**C**

**IMPRINT COLORS AVAILABLE**

Most envelopes available with 2-color imprints. Call for details.

### White Mailing

Two sizes and two formats to choose from. All are imprinted with your address information and a line of special wording along the bottom edge.

#### A White Mailing

<b>69EW-1</b> Open End	<b>912EW-1</b> Open End
<b>69SW-1</b> Open Top	<b>912SW-1</b> Open Top
<b>SIZE:</b> 9" x 6"	<b>SIZE:</b> 12" x 9"
<b>STOCK:</b> 28 LB. WHITE	<b>STOCK:</b> 28 LB. WHITE

### Kraft Mailing

A variety of sizes available in either open top or open end formats. Imprinted with your address information and a line of special wording.

#### B Kraft Mailing

<b>794-1</b> Open End	<b>796-1</b> Open End
<b>795-1</b> Open End	<b>912SK-1</b> Open Top
<b>SIZE:</b> 9" x 6"	<b>SIZE:</b> 14 1/2" x 11 1/2"
<b>STOCK:</b> 28 LB. BROWN KRAFT	<b>STOCK:</b> 28 LB. BROWN KRAFT
<b>SIZE:</b> 12" x 9"	<b>SIZE:</b> 12" x 6"
<b>STOCK:</b> 28 LB. BROWN KRAFT	<b>STOCK:</b> 28 LB. BROWN KRAFT

### First-Class Mailing

Two sizes available, imprinted with your address information and a line of special wording along the bottom edge.

#### C First-Class

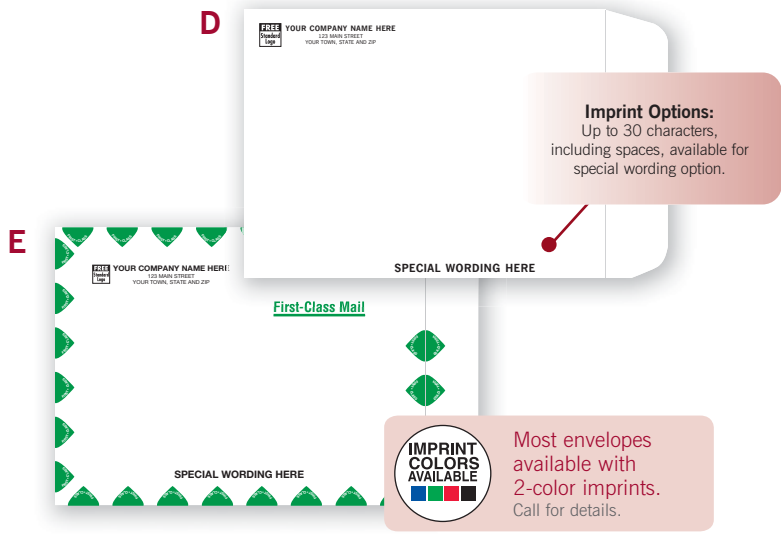
<b>1013FW-1</b> Open End	Also available, but not shown:
<b>778-1</b> Open End	<b>DG97-1</b> Open End
<b>SIZE:</b> 10" x 13"	<b>SIZE:</b> 13" x 10"
<b>STOCK:</b> 28 LB. WHITE WOVE	<b>STOCK:</b> 28 LB. GRAY KRAFT
<b>SIZE:</b> 12" x 9"	<b>INK:</b> BLACK ONLY
<b>STOCK:</b> 28 LB. WHITE WOVE	

### Tyvek® Envelopes

Rugged, 14-lb. weatherproof Tyvek® stock doesn't rip or tear. Available in 2 sizes and your choice of White or First-Class Mail.

#### D-E Tyvek®

<b>TP0912-1</b> White	<b>789-1</b> Large White
<b>TF0912-1</b> First-Class	<b>TF1013-1</b> Large First-Class
<b>SIZE:</b> 12" x 9"	<b>SIZE:</b> 13" x 10"



#### Prices for Envelopes (A)

WHITE MAILING ENVELOPES		100	250	500	1000
69EW-1	9" x 6", OPEN END	117.00	177.00	265.00	453.00
69SW-1	9" x 6", OPEN TOP	117.00	177.00	265.00	453.00
912EW-1	12" x 9", OPEN END	170.00	234.00	358.00	569.00
912SW-1	12" x 9", OPEN TOP	170.00	234.00	358.00	569.00

KRAFT MAILING ENVELOPES		100	250	500	1000
794-1	9" x 6", OPEN END	117.00	177.00	265.00	453.00
795-1	12" x 9", OPEN END	170.00	234.00	358.00	569.00
796-1	14 1/2" x 11 1/2", OPEN END	172.00	295.00	410.00	644.00
912SK-1	12" x 6", OPEN TOP	170.00	234.00	358.00	569.00

FIRST-CLASS ENVELOPES		100	250	500	1000
778-1	12" x 9"	170.00	234.00	358.00	569.00
DG97-1	13" x 10"	—	344.00	591.00	967.00
1013FW-1	13" x 10"	208.00	283.00	472.00	732.00

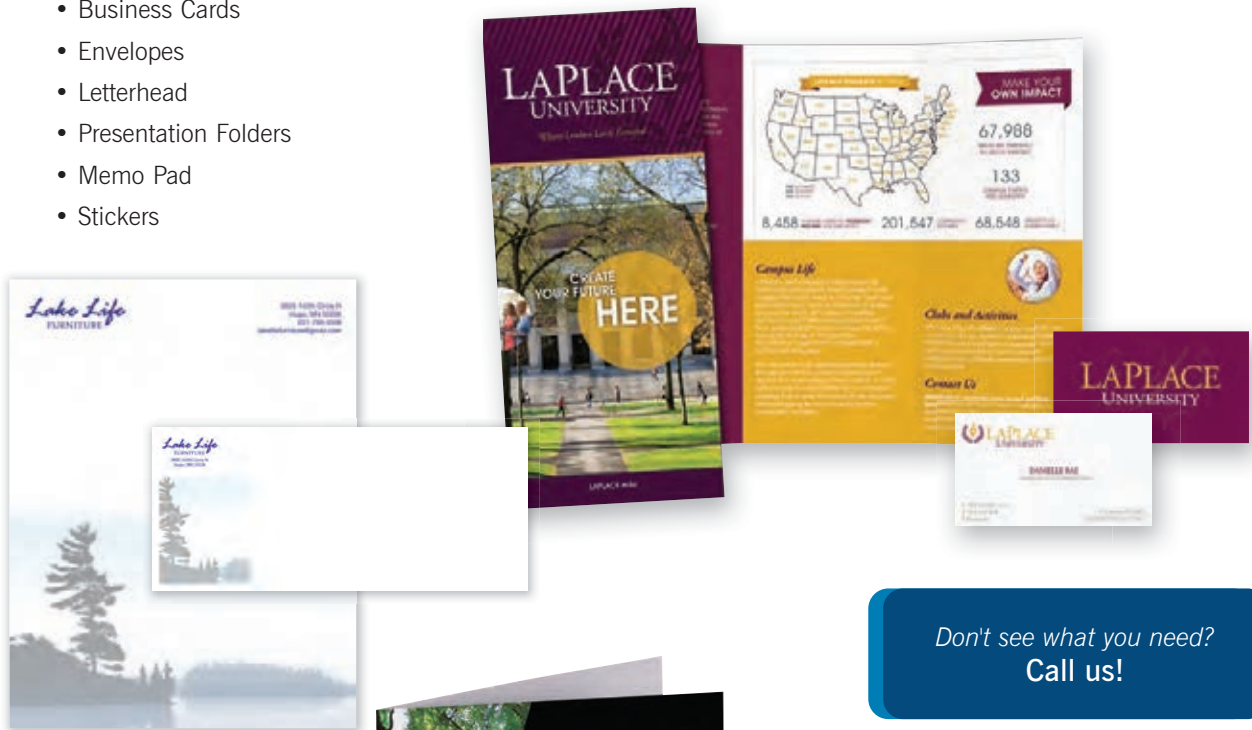
TYVEK® ENVELOPES		100	250	500	1000
TP0912-1	12" x 9", WHITE	234.00	344.00	596.00	954.00
789-1	13" x 10", WHITE	281.00	392.00	671.00	1065.00
TF0912-1	12" x 9", FIRST-CLASS	234.00	344.00	596.00	954.00
TF1013-1	13" x 10", FIRST-CLASS	281.00	392.00	671.00	1065.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** PRICES INCLUDE: Printing your heading in the return address area (up to 5 lines) and 1 line of special wording across bottom. Postal endorsements and postal permits available. **IMPRINT COLORS:** For Kraft: Black only; White Mailing and First-Class Mailing: your choice of reflex blue, green, red or black. **TYPESTYLES:** For Kraft: 1-6, 8-16, 58; all others: 1-6, 8-19, 22, 26, 29, 30, 32, 58 (see p. 172).

## Build your brand here.

High-impact, full-color printed materials are the backbone of successful marketing. Be a brand that leaves a lasting impression. We'll help you create pieces that provide a seamless brand experience, right from the beginning. Check out our large variety of full-color, printed products on the following pages, including:

- Business Cards
- Envelopes
- Letterhead
- Presentation Folders
- Memo Pad
- Stickers



Don't see what you need?  
Call us!



MANAGE YOUR BUSINESS



# MARKETING PRODUCTS



## Booklets

Versatile booklets are the hardest working marketing materials. Use for product catalogs, company brochures, calendars, program books and more.

- Booklets from 8 to 96 pages
- Available in 4 sizes:
  - 5 1/2" x 8 1/2"
  - 8 1/2" x 11"
  - 6" x 6"
  - 12" x 12"

Available in standard options of stapled and wire-0 binding, perfect binding, three paper stocks, and optional three-hole punch with three hole sizes.

Call for pricing.



## Brochures

Brochures are a great way to motivate customers with detailed information about your products or services. They work great for conventions, sales calls or as a handout at a store counter.

- 4 sizes from 8 1/2" x 11" to 11" x 25 1/2"
- Multiple folding options available:
  - tri-fold
  - half-fold
  - z-fold
  - double parallel fold
  - right-angle half fold
  - gate
  - double-gate
  - 4-panel accordion

## Newsletters

Regular newsletters keep your company top of mind and update customers on your services and products.

- 3 quality paper stocks
- Ranging from 4 to 32 pages
- Optional stitching, three-hole punch and perforation available





Call for pricing.



Postcards 📄

Postcards are an affordable and highly effective way to get in touch with former and prospective customers.

- 7 sizes from 4" x 6" up to 6" x 11"
- 5 paper stocks, including premium, ultra-thick 16-pt. and 15-pt. velvet cover

EDDM Postcards 📄

Every Door Direct Mail® (EDDM) postcards target customers by neighborhood, and feature favorable postage rates.

- 6 sizes available from 6 1/2" x 9" to 8 1/2" x 14"
- 5 paper stocks, including our premium, ultra-thick 16-pt. and 15-pt. velvet cover
- Optional 100-piece bundling for post office delivery to save you time



Sales Sheets 

Leave customers with the quality image and professional representation you want for your business, products and services.

- 5 paper stocks
- Optional three-hole punch and perforation are available



Pocket Folders 

Leave a lasting impression. Make a unique and professional presentation by using colorful folders to hold your materials.

- Standard size is 9" x 12" (18" x 12" open)
- Optional business card slots ensure your contact information is always within your clients' reach

Premium Flyers 

Stuff and mail or hand them out — our premium flyers will be your most useful marketing tool.

- Available in any size from 2" x 2" to 12" x 17"



Call for pricing.





For all products  
on this page,  
call for pricing.

### Custom Stickers

Stickers are easy to design, affordable to print and quick to distribute. Hundreds of size options and multiple paper selections, use them to promote your business, label products and liven up shopping bags, boxes and marketing materials.

- Individual stickers in sizes from 2" x 2" to 11<sup>3</sup>/<sub>4</sub>" x 17<sup>1</sup>/<sub>2</sub>"
- 3 types of stock:
  - Top-Quality Gloss – perfect for indoor applications from marketing labels to large wall stickers
  - Premium Vinyl – great for indoor or outdoor use, including bumper stickers and signs
  - Clear Polyester – excellent for indoor or outdoor use; works well on a variety of surfaces

### Sheet Stickers

These sheet stickers work great as labels, return address labels, shipping labels, product labels and more.

- Sizes:
  - Round Corner Label – 1" x 2 <sup>5</sup>/<sub>8</sub>" (60 per sheet)
  - Round Corner Label – 2" x 4" (20 per sheet)
  - Oval – 3" x 4 <sup>1</sup>/<sub>2</sub>" (12 per sheet)
  - Circle – 2" (40 per sheet)
  - Circle – 3" (15 per sheet)
- 2 stocks (indoor use advised):
  - Gloss
  - Gloss with UV coating
- Per sheet quantities from 25 to 1,000 (whole sheets)



Die-Cut Stickers  
available!

Call for details.



### Roll Stickers

The economical way to label products and build your brand. Available in several sizes and shapes, including circles, ovals, squares, rectangles, starbursts, hearts and more.

- Shipped spooled on a standard 3" core
- 3 premium sticker paper options: gloss, vinyl and uncoated matte
- 3 foil options: silver, gold and rainbow



### Invitations

Get the effectiveness of a postcard and the personal connection of a greeting card. An invitation is the perfect way to promote an event like a sale, seminar or grand opening.

- 5 sizes:
  - 4" x 6"
  - 4" x 9"
  - 5" x 7"
  - 5 1/2" x 8 1/2"
  - 6" x 8 3/4"

### Greeting Cards

From welcoming a new customer to sending a thank you or showing appreciation, greeting cards are the perfect way to express your personal message — and one of the most powerful, cost-effective ways to deepen business connections and build loyalty.

- 3 sizes:
  - 5" x 7" (5" x 3 1/2" folded)
  - 6" x 8 1/2" (6" x 4 1/4" folded)
  - 7" x 10" (7" x 5" folded)
- Optional envelopes, folding and scoring available



See additional greeting cards on pages 148-149



### Coasters

Triple-layer construction gives these beverage coasters strength and durability.

- Two styles: 3 1/2" square with rounded corners or 3 5/8" circles
- Available outside stock: textured 120-lb. ultra white cover or 100-lb. kraft cover. Available core colors: white, black, orange, blue, green or red.



### Rack Cards

Market your business with these easy-to-hand-out or grab rack cards. They help your business get noticed, and work great for displays and so much more.

- Standard size is 4" x 9"
- 3 high-quality paper stocks:
  - 14-pt. C2S
  - 16-pt. C2S
  - 15-pt. velvet cover

Best Seller

Marketing Products

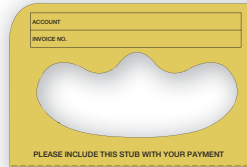


Call for pricing.

**Door Hangers**

A great marketing tool to get your foot — and message — in the door.

- Optional 2" bottom tear-off creates a 2-in-1 product of doorknob hanger and business card
- 2 standard sizes:
  - 3 1/2" x 8 1/2"
  - 4 1/8" x 11"
- 14-pt. gloss paper stock with durable water-resistant UV coating on both sides



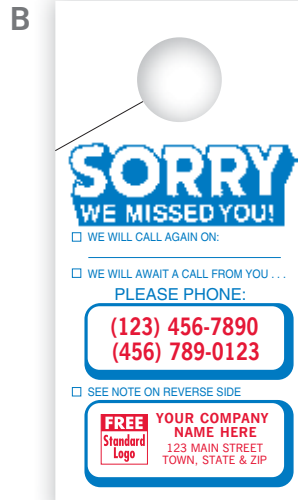
Back of detachable stub.

**A Doorknob Billing Envelope 27-1**

**SIZES:** 8 7/8" x 3 5/8" OVERALL  
6 1/2" x 3 5/8" DETACHED

**COLORS:** BLUE, WHITE, KRAFT (SHOWN)

Printed with your business name and address at no extra charge. Detachable stub has spaces for account and invoice numbers to identify incoming payments easily.



**B Doorknob Hanger 34**

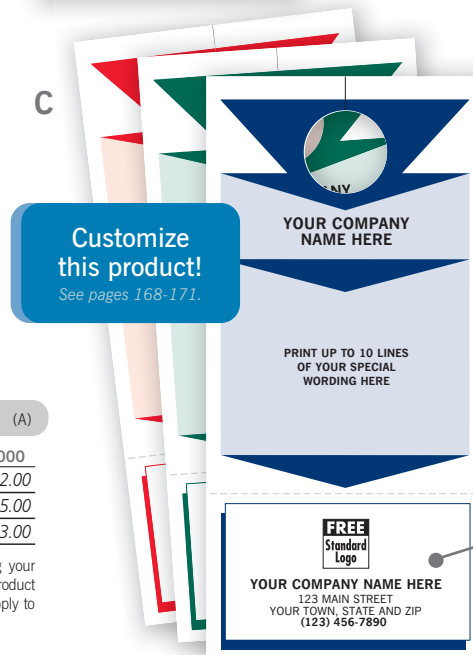
**SIZE:** 3" x 6"

A quick, easy way to let customers know you stopped by.

**C Doorknob Hangers DH86**

**SIZE:** 3 1/3" x 7"

Available in your choice of blue, green or red. Please specify color when ordering.



Customize this product!  
See pages 168-171.

**Perforated Business Card** imprinted with your business heading (up to 5 lines)

Prices for Doorknob Hangers

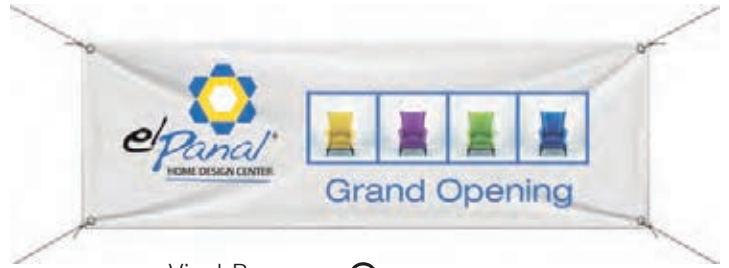
(A)

PRODUCT	500	1000	2000	4000
27-1 DOORKNOB BILLING ENVELOPE	159.60	236.60	420.00	802.00
34 "SORRY" DOORKNOB HANGER	98.00	134.00	211.00	395.00
DH86 7" DOORKNOB HANGER W/ CARD	128.00	180.00	278.00	523.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. PRICES INCLUDE: Printing your heading up to 5 lines on products 34 and DH86. Up to 4 lines on product 27-1. TYPESTYLES: Product 27/34: 1-6, 8-16, 18, 20, 25, 29-30, 91; DH86: 1-6, 8, 13, 15, 16 (see p. 172). Does not apply to product DOORHAN.



Celebrate a special event, promote your business or express your appreciation with impact.



### Vinyl Banners

High-quality banners get your message noticed in a big way. Celebrate a special event, promote your business or express your appreciation with impact.

- Fade-resistant, eco-friendly inks offered with:
  - 13-oz. white vinyl with matte finish
  - 9-oz. white-mesh vinyl with rugged finish
- Fully hemmed with choice of grommets or pole pockets at the top and bottom, or on the left and right sides
- Sizes from 1' x 1' to 8' x 100' (½-foot increments)



### Adhesive Banners/Wall Graphics

Need a banner that really sticks around? Try our adhesive banners. They work great when promoting your business, a new product, or a sales event. Just stick 'em up and then take them down.

- Sizes from 1' x 1' to 4¾' x 8' (¼-foot increments)
- Available in a Gloss or Matte Adhesive Vinyl

For all products on this page, call for pricing.



### Mounted Posters

Professional-looking prints are durable and lightweight, making them ideal for restaurants, conferences, fundraisers, retail displays and so much more!

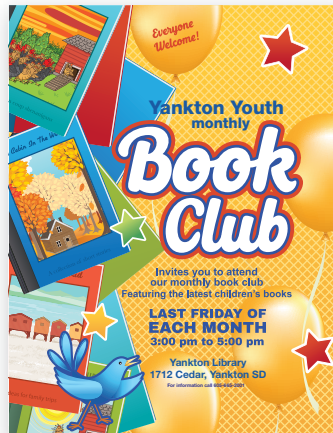
- 4 sizes with single and double-sided printing available:
  - 12" x 18"
  - 18" x 24"
  - 20" x 30"
  - 24" x 36"



### Short Run Posters

Now you can order as few as one vibrant, full-color print on thick, premium, gloss cover stock, and as big as an eye-popping 27" x 39"! Printing turnaround is as fast as 1 day. Perfect for special occasions and unique needs.

- 4 sizes:
  - 11" x 17"
  - 18" x 24"
  - 24" x 36"
  - 27" x 39"
- Quantity: 1 to 50
- 100-lb. Gloss Cover



### Posters

Posters are a great way to gain attention for a special event or sale, promote a new product or service, and advertise your business to prospective customers.

- 4 sizes:
  - 11" x 17"
  - 12¼" x 17¼"
  - 18" x 24"
  - 24" x 36"



### Yard Signs

Printed on durable, corrugated white plastic, full-color yard signs are a great way to advertise your business outdoors.

- 3 sizes:
  - 18" x 12"
  - 24" x 18"
  - 36" x 24"
- 3 styles of stakes
- Add optional metal grommets to hang signs

## Car Door Magnets

The easy, affordable, full-color signage solution for putting your company name and logo on any vehicle. High-quality, heavy-duty UV coated to withstand the elements.

- Available in two sizes: 11" x 17" or 8 1/2" x 11"
- Stock: 17-pt. vinyl magnetic paper with UV coating for extra protection and a high-gloss finish



## Window Clings

Our full-color, vinyl window clings draw the eye and attract instant attention. White 8-mil. static window clings with no coating are great for windows. White 3.4-mil. repositionable (up to 5 times) vinyl adheres to flat, smooth surfaces, including glass.

- Available in 14 sizes from 2" x 2" to 17" x 11"
- Available in static or adhesive formats; both are easily removed and repositioned

## Bookmarks

Bookmark printing is a cost-effective way to reach a large audience and boost brand awareness through repetition. Our paper stocks create bookmarks that make a lasting impression and stand up to wear and tear.

- Available in standard 2" x 6" bookmark size
- Available in super-thick 16-point and smooth, soft 15-point velvet finish and 14-point paper
- Available in custom and unique die-cut shapes and 14-point paper



Call for pricing.

## Desk Calendars

Keep your name in front of customers every day. Desk calendars feature a colorful, eye-catching design for every month, printed on premium, 100-lb. paper.

- Size: 8 1/2" x 5 1/2"
- 2 Wire-O binding color options: white or black
- Sturdy, 16-pt., unprinted pop-up base

## Wall Calendars

Give personalized calendars to top customers to show your appreciation. It's a great way to promote your business or brand every day, including your contact information. Make it work even harder by using each month to feature a product or service.

- 4 sizes:
  - 8 1/2" x 11"
  - 5 1/2" x 8 1/2"
  - 6" x 6"
  - 12" x 12"
- 6, 12 and 18 number-of-month options
- Stapled or Wire-O optional binding along with an option for hole drilling



**A** SOUVENIR® Sticky Notes  
**108538**

**PRODUCT COLOR:** WHITE  
**SIZE:** 4" W x 6" H  
**IMPRINT AREA:** 3<sup>5</sup>/<sub>8</sub>" W x 1<sup>1</sup>/<sub>4</sub>" H  
**IMPRINT COLORS:** FULL COLOR, BLACK, DARK BROWN, CYAN, GREEN, DARK GREEN, ORANGE, RED, DARK BLUE, PURPLE, ROYAL BLUE, TEAL, YELLOW

Great paper and quality adhesive ensure that every note looks good and stays put - along with your name and message. 50 sheets per pad.

**B** SOUVENIR® Sticky Notes, Cube  
**108539**

**PRODUCT COLOR:** WHITE  
**SIZE:** 3" W x 3" H x 1<sup>1</sup>/<sub>2</sub>"  
**IMPRINT AREA:** 3" W x 1<sup>1</sup>/<sub>2</sub>" H  
**IMPRINT COLORS:** FULL COLOR, BLACK, DARK BROWN, CYAN, GREEN, DARK GREEN, ORANGE, RED, PURPLE, ROYAL BLUE, TEAL, YELLOW

Give your message an extra dimension with this popular promotional note cube, ensuring greater visibility on any customer's desk..

**C** SOUVENIR® Sticky Notes  
**108537**

**PRODUCT COLOR:** WHITE  
**SIZE:** 4" W x 3" H  
**IMPRINT AREA:** 2<sup>5</sup>/<sub>8</sub>" W x 1" H  
**IMPRINT COLORS:** BLACK, CYAN BLUE, DARK BLUE, BROWN, DARK GREEN, FULL COLOR, GREEN, ORANGE, PURPLE, RED, ROYAL BLUE, TEAL, YELLOW

You'll reach for these handy, personalized sticky notes all day long. 50 sheets per pad.

Also available, but not shown:  
**SOUVENIR® 3" x 3" Square Sticky Notes**  
**108977**

**PRODUCT COLOR:** WHITE  
**SIZE:** 3" W x 3" H  
**IMPRINT AREA:** 2<sup>5</sup>/<sub>8</sub>" W x 3/4" H  
**IMPRINT COLORS:** BLACK, NAVY BLUE, DARK BROWN, DARK GREEN, FULL COLOR, ORANGE, PROCESS CYAN, PURPLE, RED, ROYAL BLUE, TEAL, YELLOW

Customers will take note of your business every time they reach for these. Pads of 25. Made in USA.

**D** Sticky Memo Tape Dispenser  
**765892**

**SIZE:** 2<sup>1</sup>/<sub>8</sub>" W X 2<sup>1</sup>/<sub>8</sub>" H X 1<sup>1</sup>/<sub>8</sub>" D  
**IMPRINT AREA:** 1<sup>1</sup>/<sub>2</sub>" H x 2<sup>1</sup>/<sub>2</sub>" W  
**IMPRINT COLORS:** FULL COLOR, BLACK, WHITE, BURGUNDY, DARK GREEN, GREEN, NAVY BLUE, ORANGE, PROCESS BLUE, PURPLE, RED, REFLEX BLUE, TEAL, YELLOW

Pull desired length for note or page mark then rip, write and stick!

Product Colors:  Blue  Green  Navy  Red  White

**E** Business Card Sticky Pack  
**109509**

**IMPRINT AREA:** 3" W x 2" H  
**IMPRINT COLORS:** BLACK, BURGUNDY, CHERRY RED, DARK GREEN, YELLOW, ORANGE, PROCESS BLUE, PURPLE, REFLEX BLUE, TEAL, WHITE

A spin on the traditional sticky book, this custom imprinted and eco-friendly Business Card Sticky Pack is a holder for desk notes and your business card.

Product Colors:  Black  Natural  Navy  Red  White

Prices for Promotional Products (A)				
PRODUCT	250	300	500	1000
765892 STICKY MEMO DISPENSER	4.22 ea	3.84 ea	3.84 ea	3.84 ea
PRODUCT	150	250	500	1000
109509 BUSINESS CARD STICKY PACK	1.84 ea	1.67 ea	1.67 ea	1.67 ea
PRODUCT	500	750	1000	2500
108538 SOUVENIR® 4" X 6" STICKY NOTES	3.17 ea	2.99 ea	2.81 ea	2.81 ea
PRODUCT	90	180	360	540
108539 SOUVENIR® STICKY NOTES CUBE	7.17 ea	6.52 ea	6.52 ea	6.52 ea
PRODUCT	500	750	1000	2500
108537 SOUVENIR® 4" X 3" STICKY NOTES	1.57 ea	1.50 ea	1.39 ea	1.39 ea
PRODUCT	500	1000	1500	2000
108977 SOUVENIR® 3" X 3" SQUARE STICKY NOTES	0.90 ea	0.86 ea	0.83 ea	0.79 ea

PLEASE CALL FOR PRICING ON OTHER QUANTITIES.



Imprinted Magnets

Get exposure in places where you can't buy advertising — like your customers' refrigerators and file cabinets — with these quality, made in the U.S.A. BIC® magnets!



**A** Van Magnet

**108857**  
**SIZE:** 3 3/4" W x 1 5/8" H  
**IMPRINT AREA:** 1 7/8" W x 3/4" H  
**MATERIAL:** 30 MIL. MAGNETIC VINYL

A distinctive shape that really gets attention.

**B** Dog Bone Magnet

**108868**  
**SIZE:** 3 1/2" W x 2 1/8" H  
**IMPRINT AREA:** 2 27/64" W x 25/32" H  
**MATERIAL:** 30 MIL. MAGNETIC VINYL

Put your name where customers can see it.

**D** Business Card Magnet

**108874**  
**SIZE:** 3 1/2" W x 2" H  
**IMPRINT AREA:** 3 1/4" W x 1 3/4" H  
**MATERIAL:** 30 MIL. MAGNETIC VINYL

Great price! Ideal for two-color designs.

Also available, but not shown:  
**Business Card Magnet**  
**108761**

**MATERIAL:** 20 MIL. MAGNETIC VINYL

**C** House Magnet

**108858**  
**SIZE:** 3 1/2" W x 2 1/4" H  
**IMPRINT AREA:** 3 1/4" W x 1 1/4" H  
**MATERIAL:** 30 MIL. MAGNETIC VINYL

Product color is white. Choose roof/chimney color.

**E** Jumbo Business Card Magnet

**108762**  
**SIZE:** 4 1/8" W x 2 5/8" H  
**MATERIAL:** 20 MIL. MAGNETIC VINYL

Put your business card on a magnet so customers can keep it in view. Bigger imprint area helps you get noticed.

**F** Thanks! Magnet

**108866**  
**SIZE:** 2" W x 3 1/2" H  
**IMPRINT AREA:** 2 9/16" W x 1 3/8" H  
**MATERIAL:** 30 MIL. MAGNETIC VINYL

Show your appreciation and keep your company name and contact in easy view. Made in the U.S.A.

**FREE SET-UP**  
 on all magnets



Some additional colors available. Call for details.

Magnet Imprint Colors:

BLACK, BROWN, RED, BURGUNDY, DARK BLUE, BLUE, GOLD\*, GREEN, SILVER\*, TEAL, WHITE, YELLOW

\*Not available for 108857. Other colors available. Call for details.

**G** Magnetic Clip Holder

**109568**  
**SIZE:** 1 1/4" W x 1 3/4" H x 3 3/8" L  
**IMPRINT AREA:** 1 1/4" W x 1/2" H  
**IMPRINT COLORS:** BLACK, NAVY BLUE, PROCESS BLUE, REFLEX BLUE, ROYAL BLUE, BROWN, BURGUNDY, GOLD, METALLIC GOLD, GRAY, FOREST GREEN, KELLY GREEN, MAROON, ORANGE, PINK, PURPLE, RED, METALLIC SILVER, TEAL, WHITE, YELLOW



Double-duty magnet and clip holder holds orders at work or shopping lists on the fridge.

All translucent clips have a black grip. \$50 set-up fee.

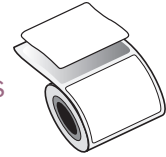
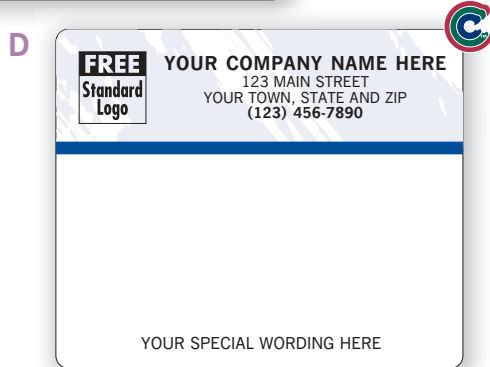
Full-Color Magnets available.  
 Call for details.

Prices for Imprinted Magnets (A)

PRODUCT	500	1000	2500	5000
108857, 108858, 108868	0.97 ea	0.92 ea	0.92 ea	0.92 ea
108761 20 MIL. BUSINESS CARD	0.46 ea	0.40 ea	0.40 ea	0.40 ea
108874 30 MIL. BUSINESS CARD	0.51 ea	0.43 ea	0.43 ea	0.43 ea
108762 JUMBO BUSINESS CARD	0.66 ea	0.60 ea	0.60 ea	0.60 ea
108866 THANKS MAGNET	0.51 ea	0.43 ea	0.43 ea	0.43 ea

PRODUCT	500	1000	2500	4000	5000
109568 MAGNETIC CLIP HOLDER	1.38 ea	1.25 ea	1.25 ea	1.25 ea	1.25 ea

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. PRICES INCLUDE printing your heading (see individual products for size of imprint area). Magnets cannot be combined for quantity discount. TYPESTYLES: 1-5, 8-11, 16, 17 (see p. 172). PRODUCTION TIME: 7 to 8 business days.



### Shipping Labels in Rolls

Additional designs to choose from for all your shipping needs.

#### A 58256-1

LABEL SIZE: 3 7/8" x 2 13/16"

Also available but not shown:

#### 58230-1

LABEL SIZE: 5" x 3 7/8"

#### B 58254-1

LABEL SIZE: 3 7/8" x 2 13/16"

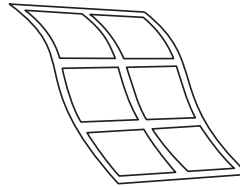
Also available but not shown:

#### 58228-1

LABEL SIZE: 5" x 3 7/8"

### Laser/Inkjet Shipping Labels

More great designs to choose from for your laser, bubble-jet or inkjet printer, or create your own designs. All labels are printed on smudge-resistant stock.



#### C 12688-1 Laser/Inkjet

LABEL SIZE: 4" x 3 1/3"

#### D 12744T-1 Laser/Inkjet

LABEL SIZE: 4" x 3 1/3"

#### E 3796-1 Laser/Inkjet

LABEL SIZE: 4" x 3 1/3"

Choose from Color Collection™ navy blue (shown), hunter green or burgundy.

### Want something unique?

It's easy and affordable to create your own design. See pages 160–161 for information on our DYO label options.

#### Prices for Shipping Labels

(A)

ROLLS	250	500	1000	2000	4000
58228-1, 58230-1	138.00	204.00	290.00	478.00	893.00
58254-1, 58256-1	98.00	132.00	193.00	327.00	610.00
LASER/INKJET LABELS	600	1200	1800	2400	4800
3796-1, 12688-1, 12744T-1	132.00	185.00	256.00	321.00	510.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. PRICES INCLUDE: Printing your heading; up to 5 lines, plus 1 line of special wording, and standard business logo. Typestyles: See p. 172.

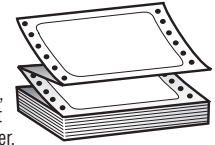




**Best Seller**

### Pin-Fed Shipping Labels

Printed on smudge-resistant stock, these continuous labels work great in a typewriter or a computer printer. 12 designs to choose from.



**F 1233-1** Pin-fed

LABEL SIZE: 3 7/8" x 2 7/8"

**G 1287-1** Pin-fed

LABEL SIZE: 3 7/8" x 2 7/8"

**H 1214-1** Pin-fed

LABEL SIZE: 3 7/8" x 2 7/8"

**J 1290-1** Pin-fed

LABEL SIZE: 3 7/8" x 2 7/8"

**K 1291T-1** Pin-fed

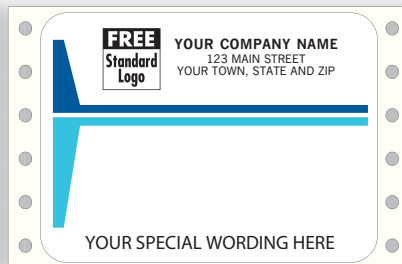
LABEL SIZE: 3 7/8" x 2 7/8"

Choose from Color Collection™ navy blue (shown), hunter green or burgundy.

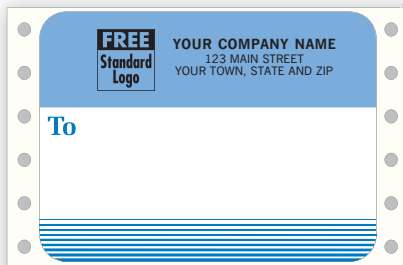
**G**



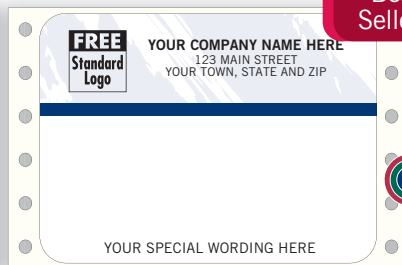
**H**



**J**



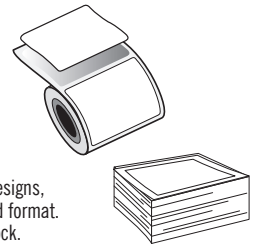
**K**



**Best Seller**

### Shipping Labels in Rolls and Pads

Choose the style that best suits your shipping needs. We offer a variety of designs, several are available in roll and padded format. All are printed on smudge-resistant stock.



**L R74-1** Roll • **74-1** Pad

LABEL SIZE: 3 7/8" x 2 7/8"

**M R70-1** Roll • **70-1** Pad

LABEL SIZE: 3 7/8" x 2 7/8"

**N R1703-1** Roll

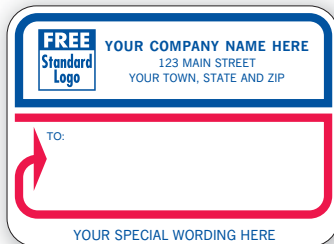
LABEL SIZE: 3 7/8" x 2 7/8"

**O 1292T-1** Pad

LABEL SIZE: 3 7/8" x 2 7/8"

Choose from Color Collection™ navy blue (shown), hunter green or burgundy.

**L**



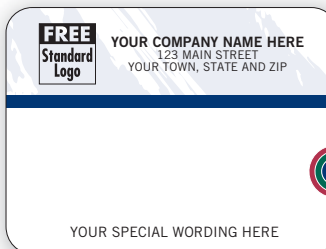
**M**



**N**



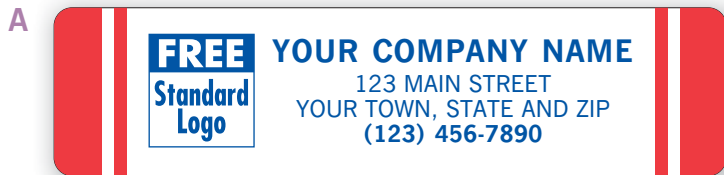
**O**



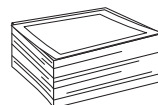
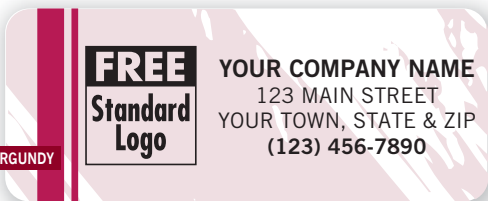
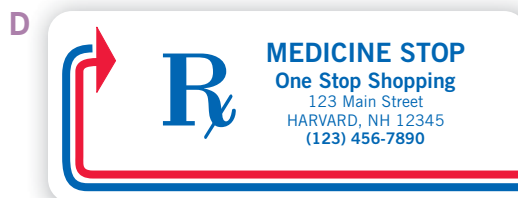
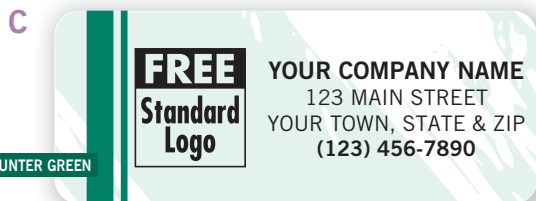
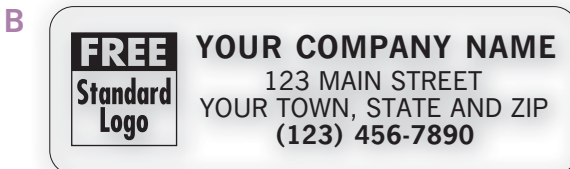
#### Prices for Shipping Labels (A)

PIN-FED LABELS	250	500	1000	2000	4000
1214-1, 1233-1, 1287-1	98.00	132.00	193.00	327.00	610.00
1290-1, 1291T-1					
ROLLS	250	500	1000	2000	4000
R70-1, R74-1, R1703-1	98.00	132.00	193.00	327.00	610.00
PADS	250	500	1000	2000	4000
70-1, 74-1, 1292T-1	98.00	132.00	193.00	327.00	610.00

**PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES.** Note: Labels cannot be combined for quantity discounts. Prices include: Printing your heading up to 5 lines, plus one line of special wording on all products except 1290. Typestyles: See p. 172.



Labels on this page shown actual size.



Labels in pads  
Great advertising for just pennies!



**A** Advertising/I.D.  
on White Gloss  
**343-1** Padded

**LABEL SIZE:** 3 1/2" x 7/8"  
**IMPRINT:** UP TO 4 LINES

**B** Transparent  
Address Label  
**342-1** Padded

**LABEL SIZE:** 2 3/4" x 7/8"  
**IMPRINT:** 4 LINES ONLY

**C** Color Collection™ I.D.  
**1293T-1** Padded

**LABEL SIZE:** 2 1/2" x 1"  
**IMPRINT:** UP TO 4 LINES

Indicate your choice of Color Collection™ navy blue, hunter green or burgundy when ordering.

**D** I.D. on White Gloss  
**1502-1** Padded

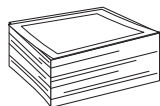
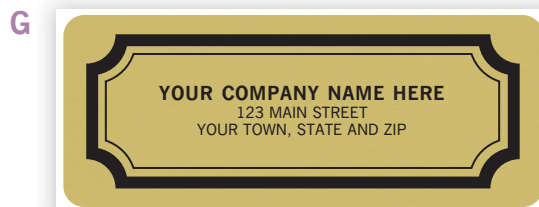
**LABEL SIZE:** 2 1/2" x 1"  
**IMPRINT:** UP TO 5 LINES

Prices for Advertising and Identification Labels (A)

LABELS		500	1000	2000	4000
342-1	TRANSPARENT ADDRESS LABEL - PADDED	147.00	208.00	324.00	499.00
343-1	SMALL ADVERTISING/I.D. - PADDED	102.00	151.00	240.00	355.00
1293T-1	COLOR COLLECTION I.D. - PADDED	84.00	116.00	188.00	292.00
1502-1	SMALL I.D. - PADDED	92.00	128.00	207.00	321.00

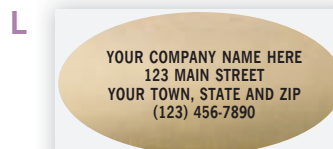
PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. NOTE: Labels cannot be combined for quantity discount. PRICES INCLUDE: Printing your heading (see individual product specs for number of lines). TYPESTYLES: 342: 1-6, 8-13, 15-18, 20, 21; 1502: 1-6, 8-15; 8-16; 343: all typesyles (see p. 172).

Labels on this page shown actual size.



### Foil Labels in pads

Great advertising for just pennies!



**E** Large  
Brushed-Chrome Poly  
1510-1 Padded

**LABEL SIZE:** 3 1/2" x 1 3/4"  
**IMPRINT:** UP TO 5 LINES

**F** Brushed-Chrome Poly  
333-1 Padded

**LABEL SIZE:** 2 1/2" x 1"  
**IMPRINT:** UP TO 5 LINES

**G** Rectangular Label on  
Paper with Gold Foil  
and Black Border  
354-1 Padded

**LABEL SIZE:** 2 1/2" x 1"  
**IMPRINT:** UP TO 5 LINES

**H** Rectangular Label on  
Gold Poly  
348-1 Padded

**LABEL SIZE:** 3 7/16" x 1 1/4"  
**IMPRINT:** UP TO 5 LINES

**J** Brushed-Chrome Poly  
Service  
1593-1 Padded

**LABEL SIZE:** 3" x 7/8"  
**IMPRINT:** UP TO 4 LINES

**K** Oval Label on Paper  
with Gold Foil Border  
323-1 Padded

**LABEL SIZE:** 1 7/8" x 1 1/16"  
**IMPRINT:** UP TO 4 LINES

**L** Oval Label on  
Gold Foil Paper  
337-1 Padded

**LABEL SIZE:** 1 1/2" x 3/4"  
**IMPRINT:** UP TO 4 LINES

### Prices for Foil Advertising Labels (A)

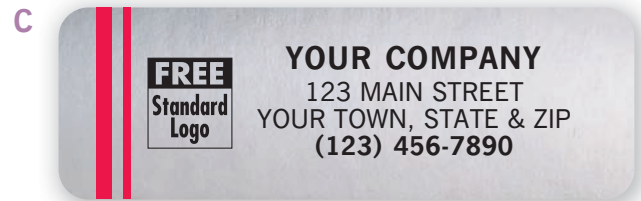
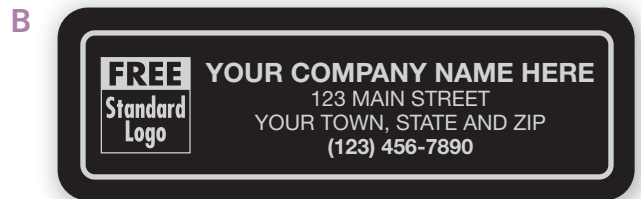
PRODUCT	250	500	1000	2000	4000
333-1	159.00	242.00	367.00	644.00	1224.00
1510-1	251.00	376.00	553.00	1040.00	1845.00
1593-1	161.00	240.00	374.00	648.00	1235.00
323-1 OVAL PAPER - PADDED	91.00	138.00	202.00	310.00	589.00
337-1 OVAL PAPER - PADDED	—	100.00	151.00	215.00	336.00
348-1 RECTANGULAR GOLD POLY - PADDED	151.00	227.00	344.00	614.00	1165.00
354-1 RECTANGULAR PAPER - PADDED	87.00	113.00	151.00	245.00	455.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. NOTE: Labels cannot be combined for quantity discount. PRICES INCLUDE: Printing your heading (see individual product specs for number of lines). TYPESTYLES: 337: 1, 2, 4-6, 15, 16, 18, 20, 21, 23, 24; All others: 1-6, 8-11, 13-16 (see p. 172).



Choose from these standard messages  
Order by product number:

1690A-1 Next Service Due  
1690C-1 Next Oil Change Due  
1690F-1 Service Performed at  
1690-1 (Your Special Wording)



Prices for Metallic, Weatherproof and Removable Adhesive Service Labels (A)

PRODUCT	250	500	1000	2000
357-1	283.00	483.00	911.00	1729.00
367-1, 369-1	161.00	251.00	367.00	632.00
1690A-1, 1690C-1, 1690F-1, 1690-1	123.00	197.00	274.00	426.00
58163-1	113.00	183.00	251.00	389.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. PRICES INCLUDE: Printing your heading (see individual product specs for number of lines). TYPESTYLES: 333, 1510, 1593: 1-6, 8-15; 357, 367, 369 1690, 58163: 1-6, 8-18, 22, 24, 26, 29, 32, 33, 43, 46; (see p. 172). Additional typesyles available on some products. Call for details.

Weatherproof Labels

**A** Weatherproof, Chrome Poly

**357-1** Roll  
 LABEL SIZE: 6 1/4" x 17/8"  
 IMPRINT: UP TO 4 LINES

**B** Weatherproof, Black Poly Film

**369-1** Roll  
 LABEL SIZE: 3" x 1"  
 IMPRINT: UP TO 4 LINES

**C** Weatherproof, Chrome Poly Film

**367-1** Roll  
 LABEL SIZE: 3" x 1"  
 IMPRINT: UP TO 4 LINES

Service Labels

Put your service message on every customer's windshield — every time they drive, they're reminded to return to you for service. Made with durable and repositionable Removable Adhesive label stock. Check with local authorities as some states prohibit windshield stickers.

**D** Removable Adhesive Service

**1690** Singles  
 LABEL SIZE: 2 1/2" x 1 1/2"  
 IMPRINT: UP TO 4 LINES, PLUS 1 LINE SERVICE MESSAGE

**E** Removable Adhesive Service Label with Red Arc

**58163-1** Singles  
 LABEL SIZE: 2 1/2" x 2 1/2"  
 IMPRINT: UP TO 4 LINES

E

<b>FREE Standard Logo</b>			<b>YOUR COMPANY NAME HERE</b> 123 MAIN STREET YOUR TOWN, STATE AND ZIP (123) 456-7890		
MAKE		DATE OF PURCHASE			
MODEL					
SERIAL NO.					
DATE	INITIALS	NATURE OF SERVICE			



G

**FOR SERVICE CALL:**

**FREE Standard Logo**

**YOUR COMPANY NAME HERE**  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP

TWO LINES OF YOUR SPECIAL WORDING PRINTED HERE  
**(123) 456-7890**

F

**call for service**

**FREE Standard Logo** 123 Main Street  
Your City, State and Zip  
your.email@abc.com

H

**CALL**

**FREE Standard Logo** **YOUR COMPANY NAME**  
123 MAIN STREET  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

**Best Seller** **for service**

J

**CALL**

**FREE Standard Logo** **YOUR COMPANY NAME**  
123 Main Street  
YOUR TOWN, STATE AND ZIP  
(123) 456-7890

**for service**

E Large Blue Service Record

CL12-1 Roll

LABEL SIZE: 5" x 5"  
IMPRINT: UP TO 4 LINES

F "Call for Service" on Silver Poly with Top & Bottom Navy Trim

58167-1 Roll

LABEL SIZE: 3" x 3"  
IMPRINT: UP TO 4 LINES

For indoor use only.

G Vinyl Yellow and Black "For Service Call"

CL16-1 Roll

LABEL SIZE: 5" x 5"  
IMPRINT: 4 LINES IN CENTER AREA  
3 LINES BOTTOM

H Service

346-1 Padded

LABEL SIZE: 3 1/2" x 1 7/8"  
IMPRINT: UP TO 5 LINES

Printed on yellow fluorescent stock.

J Laminated Paper Service

1514-1 Roll

LABEL SIZE: 3 1/2" x 1 7/8"  
IMPRINT: UP TO 4 LINES

Prices for Service Labels (A)

SERVICE LABELS	500	1000	2000	4000
346-1	149.00	208.00	327.00	610.00
SERVICE LABELS	250	500	1000	2000
1514-1	191.00	276.00	378.00	625.00
CL12-1	166.00	308.00	499.00	838.00
58167-1	290.00	321.00	433.00	671.00
CL16-1	206.00	290.00	533.00	780.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. NOTE: Labels cannot be combined for quantity discount. PRICES INCLUDE: Printing your heading (see individual product specs for number of lines). TYPESTYLES: 1-6, 8-16 (see p. 172).



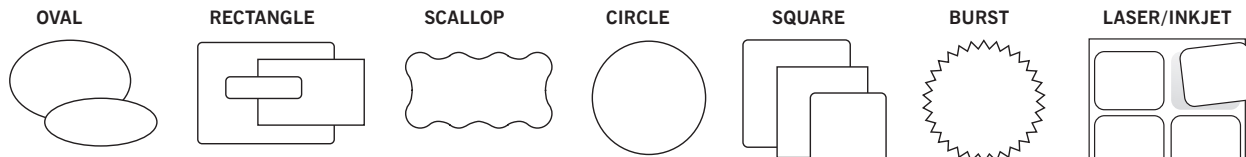
# Get the Labels You Need with More Options at Great Prices!

When a standard label isn't what you need, Design-Your-Own Labels are the affordable option. Choose from 8 shapes, 46 sizes, 21 label materials, 10 ink colors and 14 distinctive typestyles. You can even choose from over 900 FREE Business Designs to create a look that's yours alone!

Getting *exactly* the right label is easy! Just follow these 5 steps:

## 1 CHOOSE YOUR LABEL SHAPE AND SIZE

We have many sizes to choose from (see price boxes on page 161).

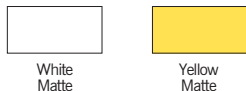


**NOTE:** Most Design-Your-Own Labels come in rolls. **LASER/INKJET FORMAT** (sheets of six 4" x 3 1/3") is available in white matte stock for jam-free performance in your printer. Use on boxes and plastic — perfect for mailings.

## 2 CHOOSE YOUR LABEL STOCK

### MATTE STOCK AVAILABLE FOR ALL SHAPES.

Versatile stock is perfect to place on your products, bags and gift packages.



### FLUORESCENT STOCK AVAILABLE FOR ALL SHAPES.

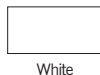
Brilliant stock for maximum daylight visibility. Two-year indoor life. Use on glass, boxes and plastic. We recommend printing with black ink only.



\*Note: Fluorescent colors cannot be rendered accurately here.

### HIGH-GLOSS STOCK AVAILABLE FOR ALL SHAPES.

Provides a lustrous appearance that really stands out. Two-year indoor life. Use on boxes, glass, plastic and vinyl. Not designed to be typed or written on.



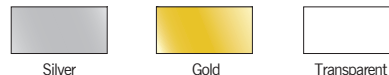
### FOIL STOCK AVAILABLE FOR ALL SHAPES.

Provides a prestigious, metallic appearance. Two-year indoor life. Use on glass, boxes and plastic. Not designed to be typed or written on.



### POLYESTER-FILM STOCK AVAILABLE FOR ALL SHAPES.

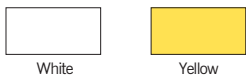
Highly durable synthetic film. Not designed to be typed or written on.



### WEATHERPROOF/LAMINATED VINYL

NOT AVAILABLE FOR BURST, SCALLOP OR SQUARE CORNER.

Durable, flexible and weather resistant. Use indoors or out, even in harsh environments. Three-year indoor or 1 1/2-year outdoor life. Not designed to be typed or written on.



### WEATHERPROOF/LAMINATED POLYESTER

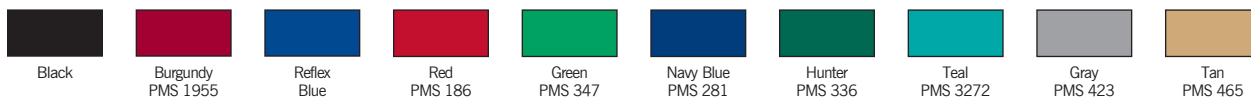
NOT AVAILABLE FOR BURST, SCALLOP OR SQUARE CORNER.

The same as our polyester labels with a special lamination to protect printing inks. Ideal for harsh environments. Not designed to be typed or written on.



## 3 CHOOSE YOUR INK COLOR(S)

We recommend using black ink on fluorescent stock.



PANTONE MATCHING SYSTEM® IS A TRADEMARK OF PANTONE®, INC.

## 4 CHOOSE YOUR TYPESTYLE

Many typestyles are available. See page 172 for complete selection. **NOTE:** Not all typestyles available on all Design-Your-Own Labels (see price box note for more information).

## 5 CHOOSE YOUR LAYOUT

Please note: Type sizes are proportionate to label size. Select from layouts shown, or send us your camera-ready or electronic artwork. (Additional charges may apply.)

**BOLD MAIN LINE**  
 Bold Advertising Line Here if You Wish  
 Address Line 1  
 Address Line 2

Layout A: up to 4 lines of small type

**LARGE TYPE**

Layout B: 1 line of large type

**MEDIUM TYPE FOR SHORT MESSAGES**

Layout C: 2 lines of medium/large type

**SMALL TYPE FOR LONGER LENGTH MESSAGES 3 LINES OF TYPE**

Layout D: 3 lines of medium type



Layout F: standard layout for circular labels



Sizes & Prices for Design-Your-Own Labels Label prices are grouped first by stock type, then label shape, and listed by size.

**DYO LABELS: PAPER STOCK OR FOIL STOCK (1-COLOR IMPRINT)**

□ SQ./RECT. SIZE	PRODUCT NO.	1000	2000	3000	4000
1 1/2" x 3/4"	PRO18	115.00	211.00	279.00	317.00
1 1/2" x 7/8"	PRO20	115.00	211.00	279.00	317.00
1 7/8" x 7/8"	PRO01	115.00	208.00	276.00	315.00
2" x 3/4"	PRO02	115.00	208.00	276.00	315.00
2" x 1"	PRO21	134.00	227.00	299.00	347.00
2" x 2"	PRO28	147.00	256.00	336.00	431.00
2 1/2" x 1 1/2"	PRO27	140.00	245.00	315.00	387.00
2 3/4" x 7/8"	PRO03	132.00	227.00	297.00	376.00
3" x 7/8"	PRO24	134.00	227.00	299.00	347.00
3" x 1"	PRO26	140.00	245.00	315.00	387.00
3" x 1 1/2"	PRO30	147.00	253.00	336.00	428.00
3" x 2"	PRO06	159.00	276.00	370.00	474.00
3" x 3"	PRO34	174.00	327.00	433.00	519.00
3 1/2" x 1 1/4"	PRO29	147.00	256.00	336.00	431.00
3 1/2" x 1 7/8"	PRO07	159.00	276.00	370.00	474.00
3 7/8" x 2 13/16"	PRO08	191.00	342.00	453.00	548.00
4" x 2"	PRO33	166.00	295.00	387.00	512.00
5" x 2 3/4"	PRO09	204.00	355.00	476.00	600.00

○ CIRCLE SIZE	PRODUCT NO.	1000	2000	3000	4000
1 3/4" DIAMETER*	PC007	138.00	242.00	310.00	385.00
2" DIAMETER*	PC012	138.00	242.00	310.00	385.00
3" DIAMETER*	PC010	174.00	327.00	433.00	519.00

○ OVAL SIZE	PRODUCT NO.	1000	2000	3000	4000
1 1/2" x 3/4"	PV001	121.00	208.00	276.00	327.00
2" x 1 1/4"	PV003	138.00	242.00	310.00	385.00
2 1/4" x 1 5/8"	PV006	138.00	242.00	310.00	385.00
2 1/2" x 1 1/16"	PV004	138.00	242.00	310.00	385.00
3" x 2"	PV008	149.00	265.00	353.00	442.00

☼ BURST SIZE	PRODUCT NO.	1000	2000	3000	4000
1 3/4" DIAMETER*	PB007	138.00	242.00	310.00	385.00

☼ SCALLOP SIZE	PRODUCT NO.	1000	2000	3000	4000
2" x 1"	PX001	121.00	213.00	251.00	324.00

**DYO LABELS: MAILING/SHIPPING LABELS (1-COLOR IMPRINT)**

ROLLS SIZE	PRODUCT NO.	500	1000	2000
3 7/8" x 2 13/16"	PRO08	147.00	191.00	342.00

\*THESE SIZES AVAILABLE IN SMALLER QUANTITIES, CALL FOR DETAILS.

LASER/INKJET	PRODUCT NO.	600	1200	1800	2400
4" x 3 1/3"	WJSR042	211.00	308.00	376.00	433.00

ADDITIONAL SIZES ARE AVAILABLE, CALL FOR DETAILS. PRICES SHOWN ARE FOR ONE INK COLOR. CALL FOR PRICING ON SECOND INK COLOR. CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. Prices shown are for permanent adhesive. NOTE: Labels cannot be combined for quantity discounts. TYPESTYLES: 1-6, 8-15 (see p. 174). Due to manufacturing capabilities, we are unable to fulfill requests for any specific number of labels per roll. (A)

**DYO LABELS: POLYESTER FILM STOCK (1-COLOR IMPRINT)**

□ SQ./RECT. SIZE	PRODUCT NO.	1000	2000	3000	4000
1 1/2" x 3/4"	SR018	213.00	363.00	474.00	542.00
1 1/2" x 7/8"	SR020	213.00	363.00	474.00	542.00
1 7/8" x 5/8"	SR001	213.00	363.00	474.00	542.00
2" x 3/4"	SR002	213.00	363.00	474.00	542.00
2" x 1"	SR021	215.00	363.00	474.00	562.00
2" x 2"	SR028	236.00	412.00	551.00	655.00
2 1/2" x 1 1/2"	SR027	217.00	381.00	501.00	593.00
2 3/4" x 7/8"	SR003	215.00	363.00	474.00	562.00
3" x 1"	SR026	217.00	381.00	501.00	593.00
3" x 1 1/2"	SR030	236.00	412.00	551.00	655.00
3" x 2"	SR006	265.00	460.00	614.00	736.00
3 1/2" x 1 1/4"	SR029	236.00	412.00	551.00	655.00
3 1/2" x 1 7/8"	SR007	265.00	460.00	614.00	736.00
3 7/8" x 2 13/16"	SR008	317.00	555.00	752.00	893.00
3" x 3"	SR034	297.00	525.00	702.00	846.00
4" x 2"	SR033	283.00	508.00	689.00	804.00
5" x 2 3/4"	SR009	336.00	591.00	789.00	945.00

○ CIRCLE SIZE	PRODUCT NO.	1000	2000	3000	4000
1" DIAMETER*	SC003	213.00	355.00	474.00	542.00
1 3/4" DIAMETER*	SC007	225.00	381.00	501.00	593.00
2" DIAMETER*	SC012	251.00	433.00	571.00	680.00
3" DIAMETER*	SC010	297.00	530.00	702.00	846.00

○ OVAL SIZE	PRODUCT NO.	1000	2000	3000	4000
1 1/2" x 3/4"	SV001	213.00	355.00	474.00	542.00
2" x 1 1/4"	SV003	225.00	381.00	501.00	593.00
2 1/4" x 1 5/8"	SV006	225.00	389.00	519.00	610.00
2 1/2" x 1 1/16"	SV004	225.00	381.00	501.00	593.00
3" x 2"	SV008	265.00	460.00	614.00	736.00

☼ BURST SIZE	PRODUCT NO.	1000	2000	3000	4000
1 3/4" DIAMETER*	SB007	225.00	381.00	501.00	593.00

☼ SCALLOP SIZE	PRODUCT NO.	1000	2000	3000	4000
2" x 1"	SX001	225.00	381.00	501.00	593.00

\*THESE SIZES AVAILABLE IN SMALLER QUANTITIES, CALL FOR INFORMATION.

**DYO LABELS: WEATHERPROOF/LAMINATED STOCK (1-COLOR IMPRINT)**

RECTANGLE SIZE	PROD. NO.	250	500	1000	2000
1 7/8" x 5/8"	WR001	217.00	279.00	370.00	491.00
3" x 1"	WR026	236.00	299.00	408.00	621.00
3" x 1 1/2"	WR030	256.00	310.00	419.00	657.00
3" x 2"	WR006	265.00	336.00	453.00	705.00
3 7/8" x 2 13/16"	WR008	310.00	408.00	548.00	891.00
4" x 2"	WR033	283.00	374.00	510.00	786.00

ADDITIONAL WEATHERPROOF SHAPES AND SIZES ARE AVAILABLE, CALL FOR DETAILS. PRICES SHOWN ARE FOR ONE INK COLOR. CALL FOR PRICING ON SECOND INK COLOR. CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. NOTE: Labels cannot be combined for quantity discounts. TYPESTYLES: 1-6, 8-15 (see p. 172). Due to manufacturing capabilities, we are unable to fulfill requests for any specific number of labels per roll. (A)

COPIES AS LOW AS  
**2¢**  
227 Main Tpke., Merlin, NY 11566

Custom Logo

**Urbane Builders**  
CONSTRUCTION COMPANY

Custom Logo

**VAN HORN JEWELRY**  
Governors Cross Mall  
Routes 101 & 202  
Pottsville, PA 19465  
(610) 955-3275

Standard Layout A

**Warning!**  
Asset Protection System

Before Moving or Servicing  
Call Security at Ext. 8540

Custom Logo

**I-WARE**  
53 Ketchum St.  
Westport, CT 06880  
(203) 555-4211

Custom Logo

**GRAND OPENING!**

Standard Layout C

A



Layout B3

Additional layouts available. Call for Details.

**A Standard Presentation Folders**

**109800** Foil imprint

**SIZE:** 9" x 12"

Stay organized with our most popular presentation folders. Single-scored spine with 2 pockets and business card slit.

Also available, but not shown:

**109801** Ink imprint

**B Standard Vinyl Binder**

**109475** 1" ring size

Also available, but not shown:

**109476** 1 1/2" ring size

**SIZE:** 9 5/8" x 11 5/8"

High-quality vinyl ring binders make a great first impression and leave a lasting message. Fits 8 1/2" x 11" paper. \$60 set-up fee.

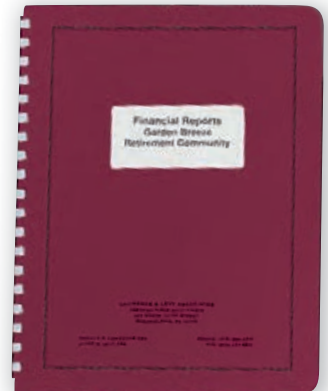
B



Product Colors:



C



Product Colors:



**C Punch & Bind Cover With Window**

**104W**

**SIZE:** 8 3/4" x 11 1/2"

Turn loose papers into professional documents! Sturdy, 2-piece linen Report Covers give you a look that gets noticed - and remembered.

Prices for Report Covers and Ring Binders

(A)

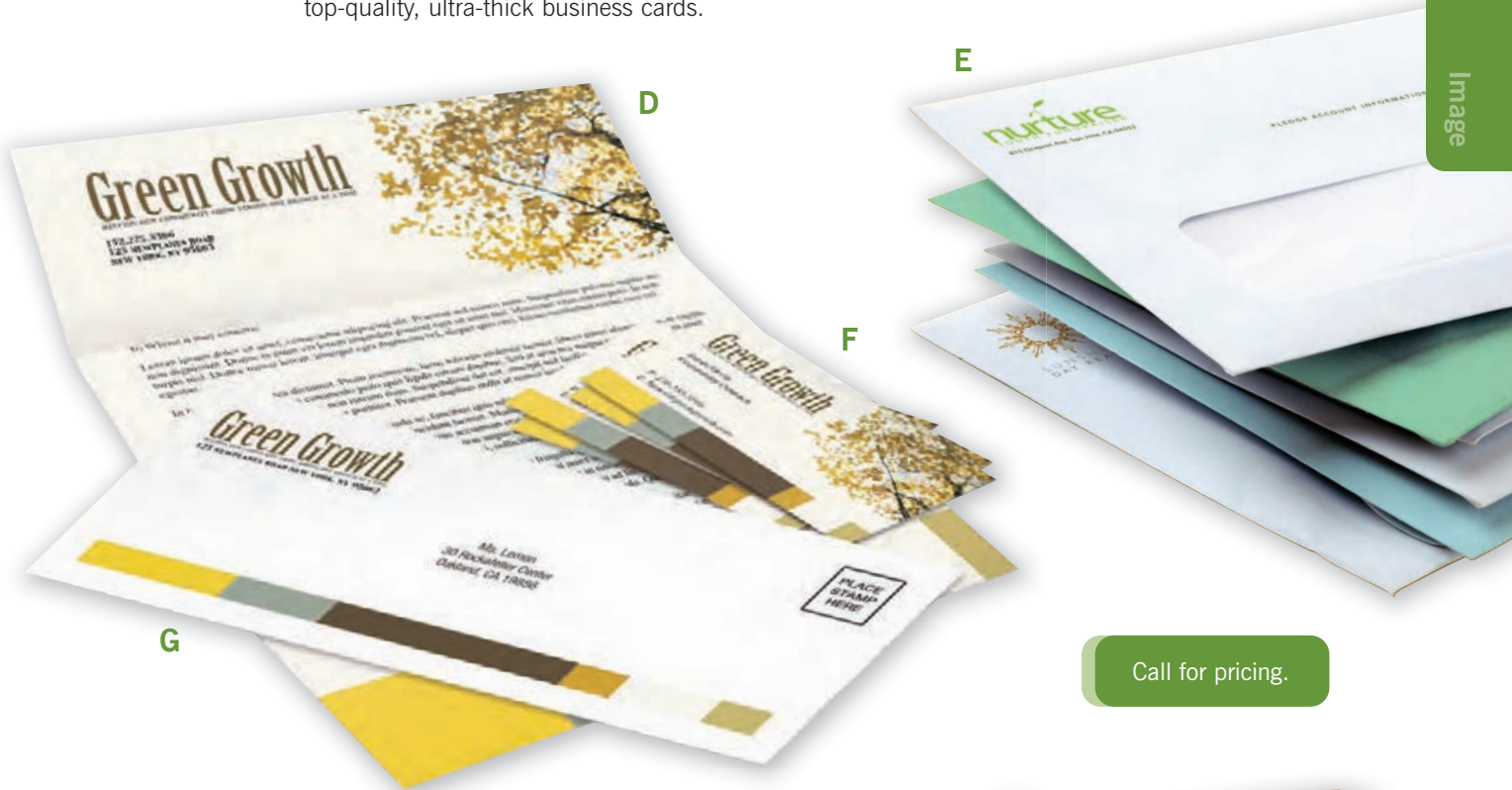
PRODUCT	50	100	250	500
109475 1" RING	8.06 ea	7.33 ea	7.33 ea	7.33 ea
109476 1 1/2" RING	8.46 ea	7.69 ea	7.68 ea	7.68 ea
104W PUNCH & BIND COVER WITH WINDOW	—	2.90 ea	2.23 ea	1.48 ea
PRODUCT	250	500	1000	1500
109800 STANDARD PRES. FOLDERS - FOIL	2.58 ea	2.09 ea	1.70 ea	1.63 ea

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. PRICES INCLUDE imprinting your company information. Choose product color, imprint color and layouts when ordering. Free set-up on report covers.

## Full-Color Stationery

Leave a lasting impression with high-quality, personalized, full-color letterhead that turns everyday correspondence into attention-getting, hardworking and professional advertising.

Give your correspondence extra impact with matching, personalized, full-color envelope imprinting, and with top-quality, ultra-thick business cards.



Image

Call for pricing.

### D Letterhead

Assures that your messages always look professional and impressive.

- Multiple stocks available
- Compatible with laser and inkjet printers

### E Window Envelopes

Full-color window envelopes bring a luster to your corporate correspondence. Make sure to match your letterhead and envelope to achieve that professional appearance, and motivate your prospects to open and read what's within.

- Paper is compatible with laser and ink jet printers
- Offered with a standard window size of 1 1/8" x 4 1/2" left side window for #10 envelope

### F Business Cards

High-quality business cards are an inexpensive way to promote your business.

- Variety of shapes and sizes, including standard rounded corner option
- Multiple paper options, including premium, ultra-thick 16-pt. stock

### H



### G Envelopes

Stock compatibility with our letterhead brings luster to your correspondence and direct-mail marketing.

- Stock compatibility with our letterhead

### H Uncoated Business Cards

Business cards are an inexpensive way to promote your business.

- Unique sizes and shapes, including standard rounded corner option
- Uncoated 14-pt. paper stock provides a clean, classic look
- Works great for when you want the ability to hand write with pencil or pen

PROMOTE YOUR BUSINESS





### A Value Stationery

Our most affordable paper – ideal for everyday correspondence.

- Smooth, 24-lb. bond
- Includes 1 or 2 ink colors

Stationery is also available with custom logo imprint. Please call for pricing.

#### Prices for Value Stationery (A)

80# BUSINESS CARDS	500	1000
BC500 ONE INK COLOR	49.00	64.00
BC500 TWO INK COLORS	Call for pricing	
24# LETTERHEAD	500	1000
LH500 ONE INK COLOR	183.00	256.00
LH500 TWO INK COLORS	Call for pricing	
LHS500 BLANK SECOND SHEET	93.00	129.00
24# ENVELOPES	500	1000
EN500 ONE INK COLOR	191.00	283.00
EN500 TWO INK COLORS	Call for pricing	
ENS500 ONE INK, PEEL-N-SEAL	287.00	417.00
ENS500 TWO INK, PEEL-N-SEAL	Call for pricing	

NON-STANDARD INK COLOR COMBINATIONS ARE AVAILABLE FOR AN ADDITIONAL CHARGE. ENS500 peel-n-seal envelopes available in white stock only.

Shown: Layout TL1 / Typestyle 3 / Green Ink, FREE Business Design # S389



Shown: Layout LS1 / Typestyle 4 / Black and Red Ink, FREE Business Design #S267

### B Preferred Stationery

Upscale look and texture adds to professional impression. Includes 1 or 2 ink colors.

- **Classic® Laid** – lightly textured finish
- **Classic Crest** – smooth finish
- **Royal Fiber** – speckled appearance, smooth finish

Stationery is also available with custom logo imprint. Please call for pricing.

#### Prices for Preferred Stationery (A)

80# BUSINESS CARDS	500	1000
BC600 ONE INK COLOR	77.00	95.00
BC600 TWO INK COLORS	Call for pricing	
24# LETTERHEAD	500	1000
LH600 ONE INK COLOR	238.00	333.00
LH600 TWO INK COLORS	Call for pricing	
LHS600 BLANK SECOND SHEET	123.00	185.00
24# ENVELOPES	500	1000
EN600 ONE INK COLOR	287.00	392.00
EN600 TWO INK COLORS	Call for pricing	
ENS600 ONE INK COLOR, PEEL-N-SEAL	361.00	483.00
ENS600 TWO INK COLORS, PEEL-N-SEAL	Call for pricing	

NON-STANDARD INK COLOR COMBINATIONS ARE AVAILABLE FOR AN ADDITIONAL CHARGE. SELF-SEAL AVAILABLE IN SOLAR WHITE AND NATURAL WHITE ONLY.



See ordering information on page 166.

## C Premier Stationery

Delivers world-class elegance, crispness and prestige.

- **Classic® Linen** – finely embossed finish of linen cloth
- **Strathmore Wove** – rich, wove finish
- Includes 1 or 2 ink colors

Stationery is also available with custom logo imprint. Please call for pricing.

### Prices for Premier Stationery (A)

90# BUSINESS CARDS	500	1000
BC700 ONE INK COLOR	136.00	170.00
BC700 TWO INK COLORS	Call for pricing.	
24# LETTERHEAD	500	1000
LH700 ONE INK COLOR	297.00	410.00
LH700 TWO INK COLORS	Call for pricing.	
LHS700 BLANK SECOND SHEET	147.00	208.00
24# ENVELOPES	500	1000
EN700 ONE INK COLOR	358.00	472.00
EN700 TWO INK COLORS	Call for pricing.	

NON-STANDARD INK COLOR COMBINATIONS ARE AVAILABLE FOR AN ADDITIONAL CHARGE.

Shown: Layout TL1 / Wove Paper, Black and Burgundy Ink, FREE Business Design #S521



Image



## Stay compliant with up-to-date Labor Law Posters

Comply with both Federal and State laws and keep employees informed! Full color labor law posters display the required notices in an easy-to-read format. Call for additional information.

PROMOTE YOUR BUSINESS

## Ordering Is As Easy As 1, 2, 3, 4!

### 1 CHOOSE PAPER STOCK AND COLOR

We offer distinctive paper choices for every budget. Select from Value, Preferred or Premier, and then choose an available stock and color.

Value	Preferred	Premier
Bond Natural White	Classic® Laid – Natural (warm white)	Classic® Linen – Baronial Ivory
Bond White	Classic® Laid – Solar White	Strathmore Wove Natural White
	Classic® Laid – Antique Gray	Classic® Linen – Brilliant White
	Royal Fiber White	Strathmore Wove Ultimate White
		Classic® Linen – Antique Gray

### 2 CHOOSE A LAYOUT

Many more layout options available — please call for details.

*NOTE: Logo size and orientation must fit within standard layout specifications and will be confirmed before order is processed. Logos outside of specifications will be considered custom. Additional charges may apply.*

### 3 CHOOSE INK COLOR

**Two Ink Colors**

- Black Red
- Black Burgundy
- Black Blue
- Black Green
- Black Reflex Blue
- Black Brown
- Black Teal
- Blue Red

**One Ink Color**

- Black
- Blue
- Red
- Reflex Blue
- Brown
- Green
- Burgundy
- Teal

### 4 CHOOSE LOGO & TYPESTYLE

#### Business Logos

#### Typestyles

1 YOUR COMPANY NAME HERE	13 <i>Your Company Name Here</i>
2 YOUR COMPANY NAME HERE	15 YOUR COMPANY NAME
3 <i>Your Company Name Here</i>	16 YOUR COMPANY NAME HERE
4 Your Company Name Here	18 Your Company Name Here
5 YOUR COMPANY NAME HERE	20 <b>Your Company Name Here</b>
6 Your Company Name Here	21 <i>Your Company Name Here</i>
8 YOUR COMPANY NAME HERE	23 <b>Your Company Name Here</b>
9 Your Company Name Here	24 Your Company Name Here
10 <b>YOUR COMPANY NAME HERE</b>	31 Your Company Name Here
11 <b>Your Company Name Here</b>	32 <b>Your Company Name Here</b>



Call for pricing.

**B**

**C**

**D**

Save Addressing Time with Dual Window Envelopes!

771C and Self-Seal 5030C are compatible with all products shown on this page except notepads.

**A Notepads**  
**SIZE:** 4" x 6" PAD (50 SHEETS PER PAD)  
**STOCK:** 70# WHITE WOVE FINISH

Great for quick notes or any message where you want the recipient to recognize and remember your business.

**B Memo/Letter**  
**186**  
**FORM SIZE:** 8 1/2" x 7" DETACHED  
**PARTS:** 2  
**ENVELOPES:** DUAL WINDOW 771C SELF-SEAL 5030C

Sending office correspondence has never been easier.

Prices for Notepads, Memos and Companion Envelopes (A)

PRODUCT	PARTS	250	500	1000	2000
149-2 7" MEMO	2 PART	179.00	236.00	370.00	603.00
186-2 7" MEMO LETTER	2 PART	179.00	236.00	370.00	603.00
187-3 7 3/8" MESSAGE REPLY	3 PART	236.00	317.00	506.00	804.00
COMPANION ENVELOPES		250	500	1000	2000
771C DUAL WINDOW		33.00	49.00	85.00	157.00
5030C DUAL WINDOW, SELF-SEAL		113.00	166.00	244.00	448.00

PLEASE CALL FOR SPECIAL PRICING ON LARGER QUANTITIES. Prices INCLUDE: Printing your heading (up to 5 lines plus 2 for phone/fax numbers). TYPESTYLES: 1-6, 8-18, 26, 30, 31 (see p. 172).

**C Memo**  
**149**  
**FORM SIZE:** 8 1/2" x 7" DETACHED  
**PARTS:** 2  
**ENVELOPES:** DUAL WINDOW 771C SELF-SEAL 5030C

This memo will fill a wide variety of your day-to-day memo needs.

**D Message/Reply**  
**187**  
**FORM SIZE:** 8 1/2" x 7 3/8" DETACHED  
**PARTS:** 3  
**ENVELOPES:** DUAL WINDOW 771C SELF-SEAL 5030C

Priority check box adds urgency to correspondence.

Here are just some of the products you can customize:

**LASER CHECKS**  
IN 1, 2 AND 3 PARTS

CHOOSE YOUR PANTOGRAPH!

AVAILABLE WITH CUSTOM PERF LOCATIONS

**3-ON-A-PAGE CHECKS**

IN 1 AND 2 PARTS

CHOOSE YOUR PANTOGRAPH!

AVAILABLE WITH SINGLE OR DOUBLE STUB

CHOOSE YOUR PANTOGRAPH!

CHOOSE YOUR PANTOGRAPH!

**CONTINUOUS CHECKS**

CHOOSE YOUR PANTOGRAPH!

**DEPOSIT SLIPS**

3<sup>3</sup>/<sub>8</sub>" x 8"

2 PARTS — WHITE & YELLOW

**MULTI-PART LASER FORMS**

**CONTINUOUS FORMS**

AVAILABLE IN WIDTHS UP TO 14<sup>7</sup>/<sub>8</sub>"

AVAILABLE WITH TAG STOCK BACK UP TO 9<sup>1</sup>/<sub>2</sub>" WIDE

CHOOSE YOUR PANTOGRAPH!

**VOUCHER CHECKS**

**REGISTER FORMS**

2 POPULAR SIZES AVAILABLE

**COVERED BOOKS**

AVAILABLE IN A VARIETY OF SIZES

**FAN-A-PART FORMS**

WITH GLUED EDGE

AVAILABLE IN A VARIETY OF SIZES

**MAILING ENVELOPES**

— IN MANY SIZES —

AVAILABLE WITH AND WITHOUT WINDOWS

**SNAPSETS**

AVAILABLE IN A VARIETY OF SIZES AND WITH VARIABLE LENGTH PARTS

**CONTINUOUS POSTCARDS**

WHITE, SALMON, CANARY, GREEN, MANILA, PINK, BLUE

**DOUBLE STUB BOOKLET**

AVAILABLE IN A VARIETY OF SIZES

**SNAPSETS WITH TAGBACK**

LEGAL AND LETTER SIZE

AVAILABLE WITH VARIABLE LENGTH PARTS

**110# INDEX STOCK**

WHITE  
YELLOW  
PINK  
BLUE  
MANILA

**SINGLE SHEET PRINTING**

WHITE  
TAN  
PINK  
GREEN  
CANARY  
BLUE

We offer many more sizes, colors, formats and paperstocks. Give us a call!

## Typestyles for the first line of your imprint.

CHOOSE A STYLE FROM THE SELECTION BELOW (call for more options).

**TO ORDER:** Indicate your typestyle when ordering.

*Not all styles are available on all products. Please refer to the typestyle listing in the price box where your product is sold in the catalog.*

- |    |                                |     |                               |
|----|--------------------------------|-----|-------------------------------|
| 1  | <b>YOUR COMPANY NAME HERE</b>  | 22  | <i>Your Company Name Here</i> |
| 2  | YOUR COMPANY NAME HERE         | 26  | <i>Your Company Name Here</i> |
| 3  | <i>Your Company Name Here</i>  | 27  | <i>Your Company Name Here</i> |
| 4  | <b>Your Company Name Here</b>  | 28  | Your Company Name Here        |
| 5  | YOUR COMPANY NAME HERE         | 29  | <i>Your Company Name Here</i> |
| 6  | Your Company Name Here         | 30  | Your Company Name Here        |
| 8  | <b>YOUR COMPANY NAME HERE</b>  | 36  | <i>Your Company Name Here</i> |
| 9  | <b>Your Company Name Here</b>  | 55  | Your Company Name Here        |
| 10 | <b>YOUR COMPANY NAME HERE</b>  | 74  | <b>Your Company Name Here</b> |
| 11 | <b>Your Company Name Here</b>  | 82  | <b>Your Company Name Here</b> |
| 12 | <i>Your Company Name Here*</i> | 97  | YOUR COMPANY NAME HERE        |
| 13 | <i>Your Company Name Here</i>  | 127 | Your Company Name Here        |
| 14 | YOUR COMPANY NAME HERE*        | 135 | YOUR COMPANY NAME HERE        |
| 15 | YOUR COMPANY NAME HERE         | 138 | <b>Your Company Name Here</b> |
| 16 | YOUR COMPANY NAME HERE         | 141 | <i>Your Company Name Here</i> |
| 17 | <b>YOUR COMPANY NAME HERE</b>  | 143 | Your Company Name Here        |
| 18 | <i>Your Company Name Here</i>  | 145 | Your Company Name Here        |
| 19 | Your Company Name Here         |     |                               |

\*PLEASE NOTE: Typestyles 12 and 14 are not recommended for multipart forms.

## Business Designs add an eye-catching design to your printing.

1 CHOOSE FROM HUNDREDS OF FREE BUSINESS DESIGNS.

Partial listing on pages 173-174. Call for a complete offering.

**TO ORDER:** INDICATE YOUR BUSINESS DESIGN WHEN ORDERING.

**TOTAL PROCESSING TIME:** No additional processing time for standard logos.

2 USE YOUR LOGO.

**TO ORDER:** We can print your logo (custom designed by us or your own existing logo) on most forms. If you have an existing logo, simply email your artwork (PDF, EPS, AI, CDR or TIF at 300 dpi or higher) or mail your logo to us. Be sure to include all supporting graphic files and typestyles (fonts) in your email.

**TOTAL PROCESSING TIME:** Please allow 6 business days for processing your first custom logo order, 3-4 business days for exact reorders. Often, it's necessary to redraw artwork or reset type to ensure a quality product. You'll be advised of cost before we begin. A copy of your custom logo will be retained in our files to expedite future orders. When reordering, help us with a reminder that we have your artwork on file. Allow time for delivery.

*NOTE: We reserve the right to decline any logo or national trademark that we feel will not reproduce properly (generally those with screen tints, fine lines, clippings or raised print).*





Everything  
your  
business  
needs  
to thrive

