

# BF&S

*business forms and supplies*

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product images  
online visit  
[www.BFandS.com](http://www.BFandS.com)

2009-2010 Business Forms & Supplies Catalog



envelopes

receipt books

document jackets

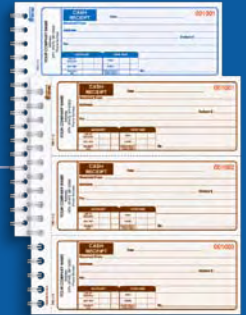
human resource forms

automotive forms

deposit tickets

laser statements

sales books



## 2009-2010

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Choose the business product you need. Locate the quantity and number of parts you desire. Add any additional costs for extra imprint lines, booking or padding. Select an ink color and typestyle for your heading imprint and we'll take care of the rest. **Call us today!**

### Ink Colors

Select from four ink colors (unless noted otherwise) for your heading imprint at no extra charge. Black ink is standard unless otherwise specified. Colors shown are approximate.



### Extra Imprint Lines

\$17.17(R)

Additional lines of type (up to 6 lines) in the body of most imprinted forms.



Please specify typestyle by I.D. code for manual and computer forms and checks. If no typestyle is specified, we will use TB2 - Helvetica Bold for the first line and TB1- Helvetica for remaining lines.

TA1 Bookman	TF1 Kabel Md
<b>TA2 Bookman Bold</b>	<b>TF2 Kabel Md Bold</b>
TA3 Bookman <i>Italic</i>	TG1 Galliard
<b>TA4 Bookman Bold Italic</b>	<b>TG2 Galliard Bold</b>
TB1 Helvetica	<i>TG3 Galliard Italic</i>
<b>TB2 Helvetica Bold</b>	<b>TG4 Galliard Bold Italic</b>
<i>TB3 Helvetica Italic</i>	TH1 Helvetica Narrow
<b>TB4 Helvetica Bold Italic</b>	<b>TH2 Helvetica Narrow Bold</b>
TC1 Cloister Black	TJ1 Benquait
TD1 Zapf Chancery	<b>TJ2 Benquait Bold</b>
<i>TE1 Brush Script</i>	<i>TJ3 Benquait Italic</i>
<b><i>TE2 Brush Script Bold Italic</i></b>	<b>TJ4 Benquait Bold Italic</b>



From the time we receive your order and proofs are approved, we ship . . .

Blank Products	24 Hours
Business Stationery	5 Days
Custom Products	7 Days
Design-A-Form <sup>SM</sup>	72 Hours
Document Jackets	5 Days
Envelopes	5 Days
Flashlights & Magnets	7 Days
Floor Mats	5 Days
Imprinted Products	72 Hours
Ready-To-Go Forms	7 Days
Stock Products	24 Hours
Writing Instruments	7 Days



### Your satisfaction is guaranteed.

We are proud of the work we do. If we don't do it right, we'll make it right.

Printed March 2009 • CC109

Prices, conditions and specifications are subject to change without notice. Colors of products illustrated are approximations.

**SAMPLES**  
of most forms  
are **AVAILABLE**  
on request.

**Stitched Book**



*See Page 119!*

**Wire-0 Book**



*See Page 119!*

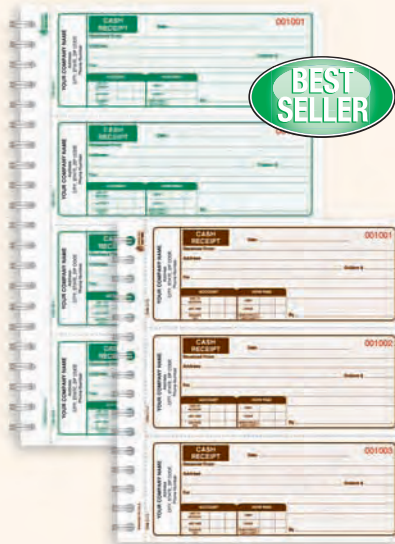
**ENV-9969 Claim Form Envelope**



*See Page 10!*

**For your convenience  
we now offer a  
website to view forms  
in greater detail.  
Visit [www.BFandS.com](http://www.BFandS.com)**

## Cash Receipt Books



CRB-111, CRB-117

CRB-114, CRB-120

Great tools for:

- Utility Companies
- Doctor Offices
- Schools
- Apartment Complexes

See Page 42!

## Purchase Orders



POCC-704, POCC-707

Great tools for:

- Manufacturing Companies
- Retail Equipment Companies

See Pages 35 - 37!



Look for this symbol for other Best Sellers!

## Invoices

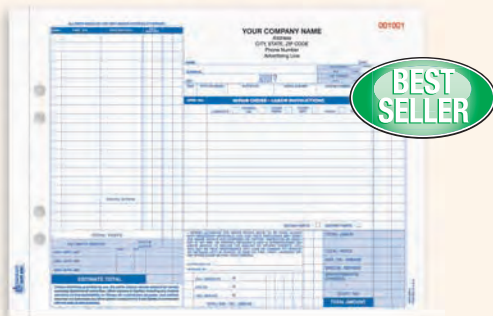


INVCC-750-2, INVCC-750-3

Great tool for any business!

See Pages 38 - 40!

## Auto Repair Forms



AROCC-664, ARO-656, ARO-356

Great tools for:

- Auto Repair Shops
- Car Dealerships

See Pages 84 - 93!

## Sales Books



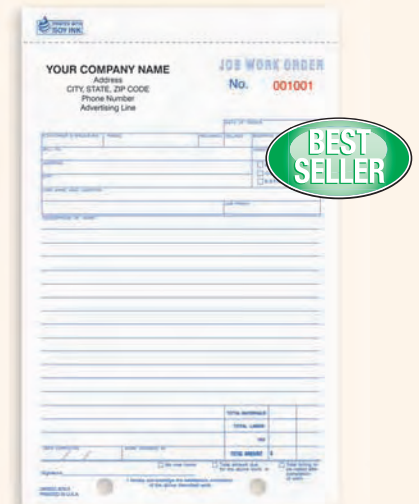
GP-152, GP-159

Great tools for:

- Locksmiths
- Dry Cleaners
- Pest Control

See Pages 23 - 25!

## Job Work Orders



JWOCC-870

Great tools for:

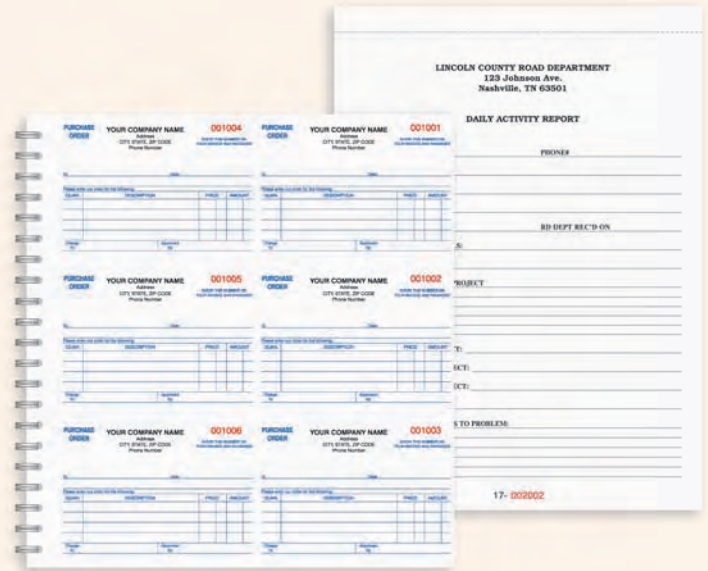
- Contractors
- Appliance Repair

See Pages 100 - 102!

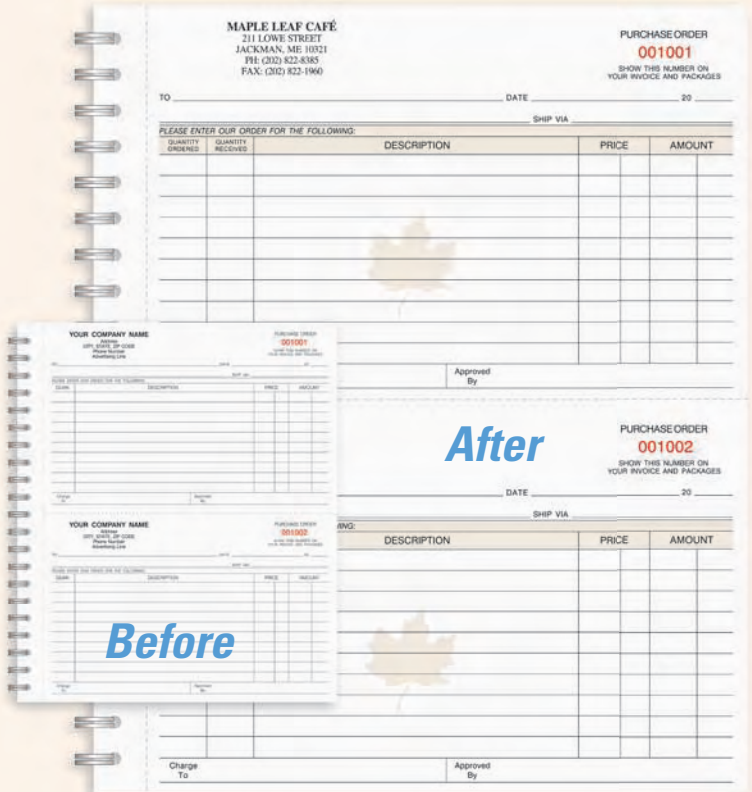
Can't find  
a stock form  
that works for  
your company?

We have the  
answer for you -  
**Custom Business Forms**

See Pages 113 - 123



- Design your own form with the columns, lines and spaces you need.
- Add your company logo or use one of our stock logos.
- Choose up to two PMS colors.
- All original - each part is individually printed.
- Easy ordering.
- Small, medium and large quantities.
- Quick quotes.
- Great value.
- Fast turnaround (Orders ship in 7 days).





**E TERCC-363 - Snap-A-Part**

Cat. No.		Wt. per 1000	Carbonless Lot Prices				
TERCC-	Pts.		250	500	1000	2000	3000
363-2	2	16#	50.76	74.30	125.60	226.80	328.32

Not available imprinted or numbered. (R)

**F HRCC-369 - Snap-A-Part**

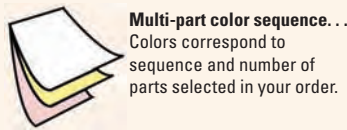
Cat. No.		Wt. per 1000	Carbonless Lot Prices				
HRCC-	Pts.		250	500	1000	2000	3000
369-2	2	16#	72.68	106.27	179.39	323.89	468.94

Numbered on request. (R)

**G HRCC-366 - Snap-A-Part**

Cat. No.		Wt. per 1000	Carbonless Lot Prices				
HRCC-	Pts.		250	500	1000	2000	3000
366-2	2	16#	72.68	106.27	179.39	323.89	468.94

Numbered on request. (R)



**TRAVEL EXPENSE REPORT** ATTACH RECEIPTS FOR LODGING AND FOR EACH ITEM OVER \$25

DATE	LOCATION	FOR WEEK ENDING		EXPENSES TO BE PAID BY COMPANY	EXPENSES TO BE REIMBURSED TO EMPLOYEE	DATE	DETAILS OF EXPENSES	AMOUNT
FROM		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
TO								
AUTO RENTAL AIR LODGING BREAKFAST LUNCH DINNER SPECIAL MEAL LOCAL CHAIRS AUTO RENTAL SUBCARRIER PASSENGER ENTERTAINMENT MISC. GRATUITIES TIPS FARES ONLY TOTAL CHECKS TO								
*TAXES/ENTERTAINMENT RECORDS DATE ITEM NAME OF PLACE/CITY & STATE BUSINESS PURPOSE PERSONS ENTERTAINED/BUSINESS RELATIONSHIP AMOUNT								

**E TERCC-363 - Snap-A-Part**  
Travel Expense Report, 11" x 8½"

**OSHA 200-1  
FEBRUARY 1984**

**YOUR COMPANY NAME**  
Address  
CITY, STATE, ZIP CODE  
Phone Number

**SUPERVISOR'S ACCIDENT INVESTIGATION REPORT**  
This form should be completed and forwarded to the Human Resources Dept. within 24 hours of the incident.

**IDENTIFICATION**

Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_ Date Reported: \_\_\_\_\_  
 Employees Involved: \_\_\_\_\_  
 Position: \_\_\_\_\_ Department and Location: \_\_\_\_\_  
 Date Employed: \_\_\_\_\_ Experience on Job: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Witnesses: \_\_\_\_\_

**INCIDENT**

Accident resulted in:  Injury  Illness  Property Damage  Close Call  
 Recordability:  Report Only  First Aid  Medical  Lost Time  
 Nature of Injury: \_\_\_\_\_ Part of Body: \_\_\_\_\_  
 Type of Accident: \_\_\_\_\_  
 Description of Accident: (Attach additional pages if necessary for information below this here)

**ANALYSIS**

Describe Hazards, Unsafe Condition(s) or Act(s): \_\_\_\_\_  
 Describe Underlying Cause(s) or Failure(s): \_\_\_\_\_

**CONTROLS**

Immediate corrective action taken to eliminate cause: \_\_\_\_\_  
 Recommended Corrective Action: \_\_\_\_\_

Signed: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

**FOLLOW UP**

Safety Committee Recommendations: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dept. Mgr. Sig. \_\_\_\_\_ Date: \_\_\_\_\_  
 Gen. Mgr. Sig. \_\_\_\_\_ Date: \_\_\_\_\_  
 Human Res. Mgr. \_\_\_\_\_ Date: \_\_\_\_\_

Write - Human Resource Dept.  
 Yellow - Supervisor's Copy

OSHA 200 LOG NO. \_\_\_\_\_

**F HRCC-369 - Snap-A-Part**  
Supervisor Accident Investigation Report, 8½" x 11"  
Imprint area ¾" x 6"

**OSHA 200-1  
FEBRUARY 1984**

**YOUR COMPANY NAME**  
Address  
CITY, STATE, ZIP CODE  
Phone Number

**Employee Injury/Illness Report**  
(Completed by employee at time injury is reported)

Name: \_\_\_\_\_ Date Of Loss: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Time Of Loss: \_\_\_\_\_ AM / PM (circle one)  
 SSN: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Apt./Space # \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Telephone: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Direct Supervisor: \_\_\_\_\_  
 Who was the injury reported to: \_\_\_\_\_  
 Witnesses: \_\_\_\_\_

IN YOUR OWN WORDS, PLEASE DESCRIBE IN DETAIL, HOW YOUR INJURY OCCURRED. IT IS OUR GOAL TO CORRECT ALL INJURY/ILLNESS CAUSES AND YOUR DETAILED ACCOUNT WILL ASSIST YOUR COMPANY AND THE INSURANCE CARRIER. ALL INFORMATION IS IMPORTANT.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Write - Human Resource Dept.  
 Yellow - Supervisor Copy

**G HRCC-366 - Snap-A-Part**  
Employee Injury/Illness Report, 8½" x 11"  
Imprint area 1¼" x 6"

HRCC 365  
PRINTED IN U.S.A.

YOUR COMPANY NAME  
Address  
CITY, STATE, ZIP CODE  
Phone Number

## Corrective Action Warning Notice

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Location / Dept.: \_\_\_\_\_ Clock Number: \_\_\_\_\_

Type of Warning: \_\_\_\_\_ Warning For: \_\_\_\_\_  
Verbal (written record) Safety  
Written Attendance  
Suspension Performance  
Termination Work Rules

Statement of Fact: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Required for Correction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Failure to make the necessary corrections as stated above can result in disciplinary action up to and including immediate termination from employment. I understand that in instances of gross mis-conduct disciplinary steps may be skipped over.

Signature on this form is only an acknowledgement of discussion and not admission of improper conduct. I understand that I have the right to disagree with the facts as stated. If I feel that the facts are in error I have the right to file a written complaint.

Employee \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor / Manager \_\_\_\_\_ Date \_\_\_\_\_

Distribution List: (White) Original: Employee Personnel File  
(Yellow) Copy: \_\_\_\_\_

**A** **HRCC-365 - Snap-A-Part**  
Corrective Action Warning Notice, 8½" x 11"  
Imprint area 1¼" x 6"

The Corrective Discipline Form is a progressive discipline form. It helps to improve employee behavior/performance and also helps to protect against wrongful discharge claims.

© 2008 COMPARTED  
FORM 0002 07/04  
PRINTED IN U.S.A.

**CORRECTIVE DISCIPLINE COUNSELING SYSTEM** YOUR COMPANY NAME  
Address  
CITY, STATE, ZIP CODE  
Phone Number  
Advertising Line

This process can be accelerated if the nature of the incident requires it.  
Employee Name/Number \_\_\_\_\_

### VERBAL COUNSELING VERIFICATION

Reference to Personnel Rule/Regulation \_\_\_\_\_ Date of Incident \_\_\_\_\_

SUMMARY \_\_\_\_\_  
RESPONSE \_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_  
Did Employee Accept? \_\_\_\_\_

### WRITTEN WARNING RECORD

Reference to Personnel Rule/Regulation \_\_\_\_\_ Date of Incident \_\_\_\_\_

SUMMARY \_\_\_\_\_  
RESPONSE \_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_  
Did Employee Accept? \_\_\_\_\_

### SECOND WRITTEN WARNING or WORK SUSPENSION NOTICE

Reference to Personnel Rule/Regulation \_\_\_\_\_ Date of Incident \_\_\_\_\_

SUMMARY \_\_\_\_\_  
RESPONSE \_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_  
Did Employee Accept? \_\_\_\_\_

### EMPLOYEE TERMINATION RECORD

Reference to Personnel Rule/Regulation \_\_\_\_\_ Date of Incident \_\_\_\_\_

SUMMARY \_\_\_\_\_  
RESPONSE \_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_  
Did Employee Accept? \_\_\_\_\_

PERMANENT OFFICE FILE

**B** **CDCC-374 - Snap-A-Part**  
Corrective Discipline Form, 8½" x 11"  
Imprint area ¾" x 2½"

**A** **HRCC-365 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
HRCC-			250	500	1000	2000	3000
365-2	2	16#	72.68	106.27	179.39	323.89	468.94

Numbered on request. (R)

**B** **CDCC-374 - Snap-A-Part**

Cat. No.	Pts.	Wt. per Pkg	Imprinted Carbonless Lot Prices				
CDCC-			1 pkg	2 pkg	5 pkg	10 pkg	20 pkg
374-5	5	1#	82.19	135.76	297.65	523.91	904.93

Blank Lot Prices							
374-5	5	1#	67.82	114.26	255.96	464.40	833.54

Packaged in quantities of 50.  
Not available numbered. (R)

**C** **AC-370**

Cat. No.	Pts.	Wt. per Pkg	Imprinted Lot Prices			
AC-			1 pkg	2 pkg	5 pkg	10 pkg
370-1	1	1#	50.44	91.91	203.80	327.13

Blank Lot Prices						
370-1	1	1#	38.99	68.80	149.26	240.95

Packaged in quantities of 50.  
Not available numbered. (R)

Backer

NAME \_\_\_\_\_ EMPLOYEE # \_\_\_\_\_

SICK HOURS \_\_\_\_\_ VACATION HOURS \_\_\_\_\_ COMMUNICATIONS INVOLVING EXCESSIVE ABSENCE

YOUR COMPANY NAME  
Address  
CITY, STATE, ZIP CODE  
Phone Number

## Attendance Calendar 2010 Confidential

Name \_\_\_\_\_ Emp. # \_\_\_\_\_  
Dept. \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Hire Date \_\_\_\_\_ SS # \_\_\_\_\_

1. Lack of Work  
2. Sick (Employee)  
3. Family Leave  
4. Accident - Out of State  
5. Injury on Job  
6. Personal  
7. Discipline  
8. Family Leave Act

9. Termination  
10. Unexcused  
11. Death of Family  
12. Jury Duty/Court  
13. Military  
14. Weather  
15. Personal  
16. Medical Appt.

SUMMARY: Sick \_\_\_\_\_

2011

**C** **AC-370**  
Attendance Calendar, 8½" x 11"  
Imprint area ¾" x 4"

## Pretty and Practical!

The Wedding Flowers Planning Form makes planning the flowers for that special day easy. Use this handy form to keep track of all the flowers used for the brides bouquet to the flowers that grace the tables at the reception. Turn it over for layout grids for the ceremony and the reception.

Whatever the occasion, use one of the beautifully designed Florists Sales Forms – Snap-A-Part, Wire Bound or Register – for billing your customer.

Brides are busy people! She will appreciate a document folder to help keep your quote, as well as the other papers she collects, organized while planning her wedding. See page 103.

Can't make that delivery? Use a door hanger expressly designed to let the recipient know where to contact you for their flowers. See page 80-81.

### A WFCC-648 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
WFCC-648-2	2	15#	172.15	233.06	372.17	707.40	1,046.30

(R)

### B GSF-214 - Register Form

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
GSF-214-2	2	8#	65.99	86.18	124.31	202.07	278.64
GSF-214-3	3	12#	74.63	103.36	158.11	267.73	382.10

(R)

### C GSFCC-649 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
GSFCC-649-3	3	13#	83.38	120.31	200.23	355.97	518.94

(R)

### D GSF-229 - Register Form

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
GSF-229-2	2	5#	63.29	81.86	111.02	170.64	229.39
GSF-229-3	3	7#	71.82	92.66	131.98	212.76	294.08

(R)

### E GSF-221 - Register Form

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
GSF-221-2	2	8#	65.99	86.18	124.31	202.07	278.64
GSF-221-3	3	12#	74.63	103.36	158.11	267.73	382.10

(R)

### F GSF-239 - Register Form

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
GSF-239-2	2	5#	63.29	81.86	111.02	170.64	229.39

(R)

### G GSFCC-639 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
GSFCC-639-3	3	13#	83.38	120.31	200.23	355.97	518.94

(R)

### H FRB-192 - Wire-Bound Florist Receipt Book

Cat. No.	Pts.	Wt. per 5 Bks	Carbonless Lot Prices				
			5 Bks	10 Bks	15 Bks	50 Bks	
FRB-192-3	3	6#	194.51	314.39	437.18	638.93	1,220.83

(R)

### A WFCC-648 - Snap-A-Part

Wedding Flower Order Form, 8½" x 13¼"  
Imprint area 1½" x 4"



Multi-part color sequence...  
Colors correspond to sequence and number of parts selected in your order.

### B GSF-214 - Register Form

Florist Sales, 5½" x 8½"  
Imprint area 1" x 5"



### C GSFCC-649 - Snap-A-Part

Florist Sales, 5½" x 8½"  
Imprint area 1" x 5"

### D GSF-229 - Register Form

Florist Sales, 4" x 6½"  
Imprint area 1" x 3½"

### E GSF-221 - Register Form

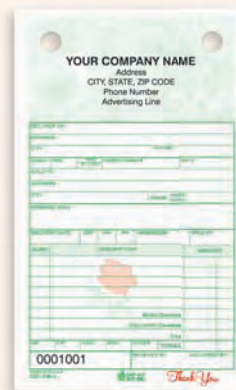
Florist Sales, 5½" x 8½"  
Imprint area 1" x 5"

### F GSF-239 - Register Form

Florist Sales, 4" x 6½"  
Imprint area 1" x 3½"

### G GSFCC-639 - Snap-A-Part

Florist Sales, 5½" x 8½"  
Imprint area 1" x 5"

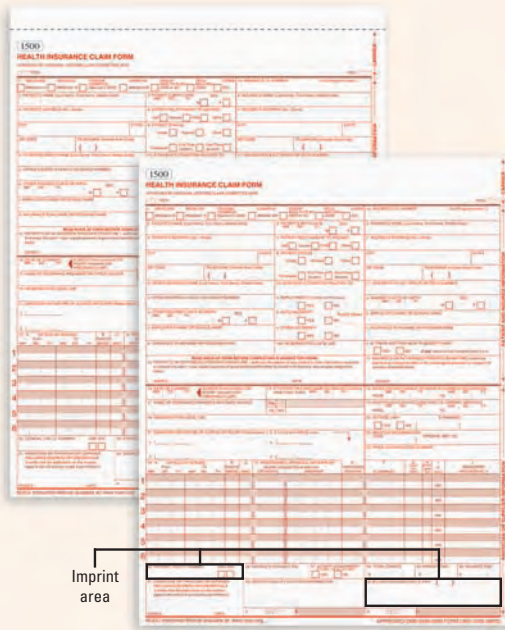


### H FRB-192 Wire Bound

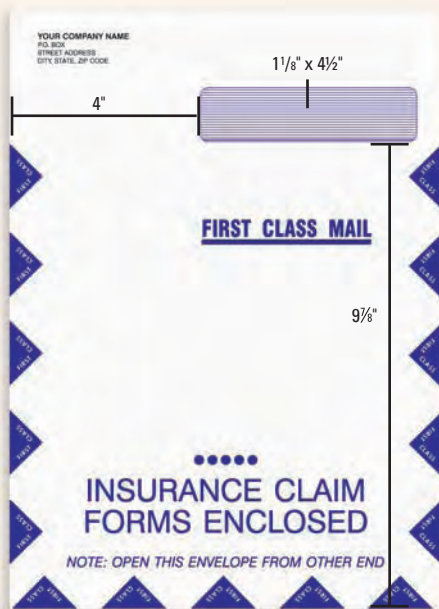
Florist Receipt Book  
6¼" x 3⅞"  
Imprint area ⅝" x 2¾"  
2 Pt./225 receipts per book  
3 Pt./150 receipts per book



**A MCF-387-2 - Snap-A-Part**  
CMS-1500 Claim Form, 8½" x 11"

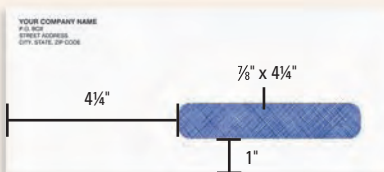


**B MCF-387-1 - Laser**  
CMS-1500 Claim Form, 8½" x 11"

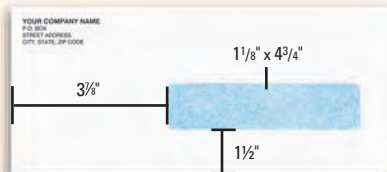


**C ENV-9961**  
Large Claim Form Envelope, 12½" x 9"  
Imprint area 1" x 4"

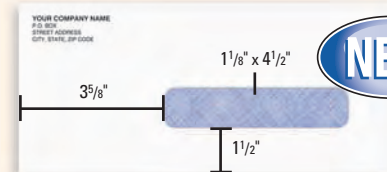
**Envelopes Ship  
in 5 Days**



**D ENV-9960**  
Small Claim Form Envelope, 4½" x 9½"  
Imprint area 1½" x 4"



**E ENV-9968**  
Small Claim Form Envelope, 4½" x 9½"  
Imprint area 1½" x 4"



**F ENV-9969**  
Small Claim Form Envelope, 4½" x 9"  
Imprint area 1" x 5"

**CMS-1500 Claim Forms (Revised 8/05)**

These forms are authorized by the centers for Medicare and Medicaid Services to meet all insurance claim requirements. The revised CMS-1500 allows for reporting of the National Provider Identifier (NPI) number. Imprint your name, address and I.D. number on the snap-a-part forms.

Need Envelopes? If you mail just a couple of claim forms, you can choose from our original ENV-9960, ENV-9968 or the new ENV-9969. The ENV-9969 is designed to make mailing your claim forms faster and more efficient. If you mail several claim forms, choose the 12½" x 9" large claim form envelope.

**A MCF-387-2 - Snap-A-Part**

Cat. No.	MCF-	Pts.	Wt. per 1000	Carbonless Imprinted Lot Prices				
				250	500	1000	2000	2500
387-2		2	18#	62.37	82.74	102.06	194.46	241.92
Carbonless Blank Lot Prices								
387-2		2	18#	41.69	59.54	72.98	143.43	178.71

Not available numbered. (R)

**B MCF-387-1 - Part-Laser**

Cat. No.	MCF-	Pts.	Wt. per 1000	Imprinted Lot Prices				
				250	500	1000	2000	2500
387-1		1	12#	38.54	48.62	59.22	107.52	132.51
Blank Lot Prices								
387-1		1	12#	17.85	25.62	30.03	56.49	69.20

Not available numbered. (R)

**C ENV-9961 - Large Claim Form Envelope**

Cat. No.	ENV-	Wt. per 500	Imprinted Lot Prices			
			100	200	500	1000
9961		12#	52.29	79.49	154.46	249.80
Blank Lot Prices						
9961		12#	30.66	56.81	124.95	215.78

(R)

**D ENV-9960 - Small Claim Form Envelope**

Cat. No.	ENV-	Wt. per 500	Imprinted Lot Prices				
			500	1000	2000	3000	5000
9960		8#	87.57	104.16	198.56	266.18	405.20
Blank Lot Prices							
9960		8#	61.22	73.50	133.77	190.37	306.81

(R)

**E ENV-9968 - Small Claim Form Envelope**

Cat. No.	ENV-	Wt. per 500	Imprinted Lot Prices				
			500	1000	2000	3000	5000
9968		8#	99.54	129.15	247.07	363.30	584.64
Blank Lot Prices							
9968		8#	79.59	103.32	197.72	290.64	467.78

(R)

**F ENV-9969 - Small Claim Form Envelope**

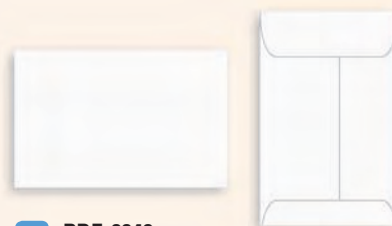
Cat. No.	ENV-	Wt. per 500	Imprinted Lot Prices				
			500	1000	2000	3000	5000
9969		8#	85.32	110.70	211.77	311.40	501.12
Blank Lot Prices							
9969		8#	70.65	88.56	169.47	249.12	400.50

(R)

**A PDE-9949 - Pill/Drug Envelopes**

Cat. No.		Wt.	Blank Lot Prices			
PDE-		per 1000	250	500	1000	2000
9949		4#	54.65	77.98	111.46	211.79

(R)



**A PDE-9949**  
Pill/Drug Envelope  
2¼" x 3½", Gummed Flap  
24# White

**B MRB-109 - Medical Receipt Books**

Cat. No.		Wt.	Carbonless Imprinted Lot Prices				
MRB-	Pts.	per 5 Bks	5 Bks	10 Bks	15 Bks	25 Bks	50 Bks
109-3	3	6#	185.33	299.59	416.02	608.36	1,162.84

(R)

**C COPA-185 - Co-Pay Medical Receipt Books**

Cat. No.		Wt.	Carbonless Imprinted Lot Prices				
COPA-	Pts.	per 5 Bks	5 Bks	10 Bks	15 Bks	25 Bks	50 Bks
185-2	2	4#	110.59	161.03	204.12	289.22	510.30

Carbonless Blank Lot Prices							
185-2	2	4#	77.44	112.86	142.88	202.72	357.26

(R)

**D MCF-389 - Snap-A-Part**

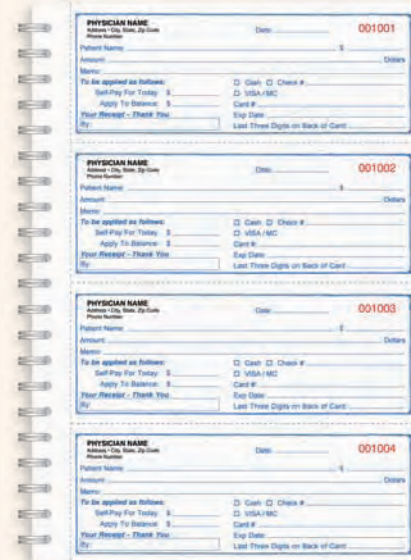
Cat. No.		Wt.	Carbonless Blank Lot Prices				
MCF-	Pts.	per 1000	250	500	1000	2000	2500
389-2	2	18#	41.69	59.54	72.98	143.43	178.71

Not available imprinted. (R)

**E MCF-389 - Laser**

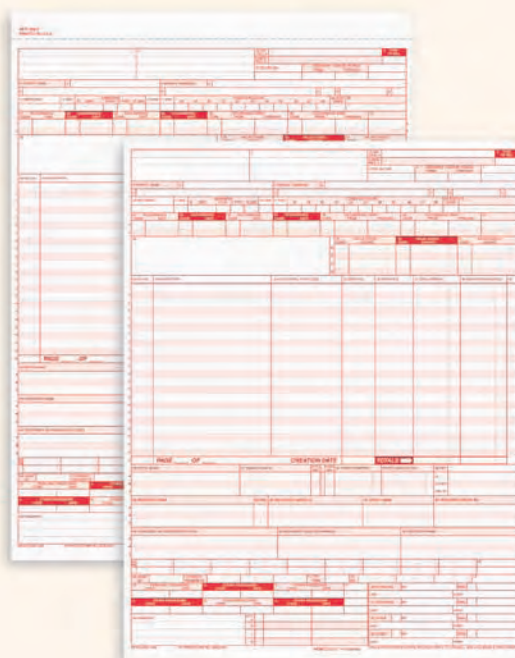
Cat. No.		Wt.	Blank Lot Prices				
MCF-	Pts.	per 1000	250	500	1000	2000	2500
389-1	1	12#	17.85	25.62	30.03	56.49	69.20

Not available imprinted. (R)



**B MRB-109**  
Medical Receipt Book, 11" x 7½"  
Receipt size 2¾" x 6¾"  
Imprint area 7/16" x 2½"  
200 receipts per book

**D MCF-389-2 - Snap-A-Part**  
UB-04, CMS-1450 Claim Form, 8½" x 11"



**C COPA-185**  
Co-Pay Medical Receipt Book, 11" x 6½"  
Receipt size 2¾" x 5½"  
Imprint area ¾" x 1¾"  
200 receipts per book

**E MCF-389-1 - Laser**  
UB-04, CMS-1450 Claim Form, 8½" x 11"



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%



**E JRE-9948 - Form/Envelope Combination**

Cat. No.	JRE-	Pts.	Wt. per 1000	Carbonless Lot Prices			
				100	250	500	1000
Blank							
9948	3	18#	59.29	90.94	140.94	222.59	417.53
Imprinted							
9948	3	18#	84.56	129.71	201.31	317.95	596.59

(R)

**F JRR-997 - Wire Bound Book**

Cat. No.	JRR-	Pts.	Wt. per Book	Lot Prices			
				1 Book	2 Books	4 Books	6 Books
997-1	1	1#	24.30	40.61	67.39	84.24	

Not available imprinted or numbered.

(R)



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%



**Multi-part color sequence...**  
Colors correspond to sequence and number of parts selected in your order.

**3-Parts!**

- Part 3 is the jewelry envelope.
- Part 2 is the customer claim form.
- Part 1 is for your records.

**E JRE-9948 - Jewelry Repair Envelope/Claim Check**

4¼" x 7¼"  
Imprint area 1" x 3½"  
Envelope has pressure sensitive tape



**F JRR-997-1 - Wire Bound Book**

Jewelry Repair Register, 8½" x 11"  
50 sheets per book

**A LPCC-792 Snap-A-Part**  
 Landscaping Proposal  
 8½" x 11"  
 Imprint area 1" x 4"  
 Disclaimer  
 Imprint area 3⅞" x 2½"

YOUR COMPANY NAME  
 Address  
 CITY, STATE, ZIP CODE  
 Phone Number  
 Advertising Line

LANDSCAPING PROPOSAL

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

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

ESTIMATE NUMBER: \_\_\_\_\_

DATE OF PLAN: \_\_\_\_\_

ESTIMATE EXPIRES DATE: \_\_\_\_\_

ESTIMATE COMPLETE DATE: \_\_\_\_\_

We propose to furnish material and labor complete in accordance with above specifications for the sum of \$\_\_\_\_\_.

Put Your Disclaimer Here at No Extra Charge!

Acceptance of Proposal: The above price, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as indicated herein.

**B LWOCC-794 Snap-A-Part**  
 Landscaping Work Order  
 8½" x 11"  
 Imprint area 1" x 4"  
 Revised form includes snow removal.

YOUR COMPANY NAME  
 Address  
 CITY, STATE, ZIP CODE  
 Phone Number  
 Advertising Line

LANDSCAPING Work Order/Invoice

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

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

ESTIMATE NO.  ORIGINAL CONTRACT  CHANGE

DATE NO.  NEW TIME JOB  SNOW

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

DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
PLANTING				
MAINTENANCE				
LABOR				
TOTAL LABOR				
TOTAL MATERIALS				
TOTAL				

Thank You!

**C LMCC-793 - Snap-A-Part**  
 Lawn Maintenance Invoice, 5½" x 8½"  
 Imprint area 1" x 3"  
 Revised form includes snow removal.

YOUR COMPANY NAME  
 Address  
 CITY, STATE, ZIP CODE  
 Phone Number  
 Advertising Line

Lawn Maintenance Invoice

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

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

ESTIMATE NO.  ORIGINAL CONTRACT  CHANGE

DATE NO.  NEW TIME JOB  SNOW

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

WORK DONE	QUANTITY	UNIT PRICE	TOTAL
1. LAWN MOWING			
2. WEED CONTROL			
3. FERTILIZATION			
4. WATERING			
5. TRIMMING			
6. EQUIPMENT CHANGE			
TOTAL			

Thank You!



**Multi-part color sequence...**  
 Colors correspond to sequence and number of parts selected in your order.

Item B, part 3 is manila.

Phantoms are enhanced for display purposes.

## Impress Prospective Customers with Forms They Can Understand!

Submit your proposal or estimate on an attractive, professional form designed for your business. Bill your customer with one of the easy to use invoices. Use of a Metal Forms Holder makes writing easy and provides storage for your forms.

**A LPCC-792 - Snap-A-Part**

Cat. No.	LPCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
792-3		3	25#	104.22	164.27	289.01	538.70	793.58

Not numbered unless specified otherwise. (R)  
 Envelopes available on page 68. (9906, 9907)

**B LWOCC-794 - Snap-A-Part**

Cat. No.	LWOCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
794-3		3	35#	104.54	169.67	301.10	577.26	854.28

Envelopes available on page 68. (9906, 9907) (R)

**C LMCC-793 - Snap-A-Part**

Cat. No.	LMCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
793-3		3	13#	79.49	114.80	190.62	338.80	493.78

Envelopes available on page 68. (9919, 9913, 9915) (R)

**D LE-791**

Cat. No.	LE-	Pts.	Wt. per 1000	Lot Prices				
				250	500	1000	2000	3000
791-1		1	19#	57.35	84.24	131.65	210.06	290.63

Not available imprinted or numbered. Printed on Manila stock.  
 Envelopes available on page 68. (9906) (R)

Keep your customer information in Document Jackets designed for your business.

See page 103 for ordering information.

LANDSCAPING ESTIMATE

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

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

ITEMS	DATE	QUANTITY	UNIT PRICE	TOTAL	DESCRIPTION
PLANTING					PLANTING
MAINTENANCE					MAINTENANCE
LABOR					LABOR
TOTAL LABOR					TOTAL LABOR
TOTAL MATERIALS					TOTAL MATERIALS
TOTAL					TOTAL

Thank You!

**D LE-791**

Landscaping Estimate, 8½" x 11"  
 Revised form includes snow removal.

**E LP-892**

Cat. No.	Pts.	Wt. per 1000	Lot Prices				
LP-			250	500	1000	2000	3000
892-1	1	11#	67.93	87.48	113.29	194.94	221.72

Envelopes available on page 68. (9906, 9909, 9907) (R)

**F LWO-893**

Cat. No.	Pts.	Wt. per 1000	Lot Prices				
LWO-			250	500	1000	2000	3000
893-1	1	11#	67.93	87.48	113.29	194.94	221.72

Envelopes available on page 68. (9906, 9909, 9907) (R)

**G FH-9976, 9977, 9979, 9980 - Forms Holder**

Cat. No.	For Forms Up To	Wt. each	Opens	Price Each
FH-				
9976	4¼" x 8"	2#	Top	40.39
9977	5⅞" x 9½"	2#	Top	32.18
9979	8½" x 12"	3#	Top	49.36
9980	8½" x 12"	3#	Side	51.30

(R)

Collection issues? Remind customers with easy to use color-coded Collection Forms (see page 75). Combine with a Business Reply Envelope in a matching color (see page 70).

**E LP-892**  
Landscaping Proposal, 8½" x 11"  
Imprint area 1" x 4"  
Message area ½" x 4"



Add your company's name, address and phone number in one of four colors! For blank forms, subtract 30%



**G FH-9976, 9977, 9979, 9980**  
Forms Holder  
Top or Side Opening

**F LWO-893**  
Landscaping Work Order/Invoice, 8½" x 11"  
Imprint area 1" x 4"

**YOUR COMPANY NAME**  
Address  
CITY, STATE, ZIP CODE  
Phone Number  
Advertising Line

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

## Remodeling Proposal

Contractor License No. \_\_\_\_\_ Job Order No. \_\_\_\_\_  
Job Name / Loc. \_\_\_\_\_  
Job Location \_\_\_\_\_  
Project \_\_\_\_\_ Date of Plans \_\_\_\_\_  
Appropriate Starting Date \_\_\_\_\_ Appropriate Completion Date \_\_\_\_\_

We hereby submit specifications and estimates for (1) Kitchen (2) Bathroom remodeling as follows:

The Proposal shall not include:

All amounts are guaranteed to be as specified. All work to be completed in a workable manner according to standard practices. Any alterations or deviations from the above specifications requiring extra work will be done only upon a written change order. The work will proceed as long as the job is profitable. This is to be understood during the course of the job and additional work required by local building inspectors.

All elements of this agreement are contingent upon timely, accurate payment of invoices. The contractor shall not be responsible for any delays or stoppage of work until the work has been paid. 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.

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: \_\_\_\_\_

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

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.

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

**A RPCC-866 - Snap-A-Part**  
Remodeling Proposal, 8½" x 11"  
Imprint area 1" x 3"

### Estimate to Invoice!

Take your remodeling job from estimate to invoice with these forms. The Kitchen/Bath Proposal and Remodeling Proposal contain a guarantee and buyer acceptance.

**A RPCC-866 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
866-3	3	25#	103.90	162.76	286.31	533.41	784.94

Not available numbered. (R)  
Envelopes available on page 68. (9906, 9907)

**B KBPCC-867 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
867-3	3	25#	91.15	143.64	252.72	470.88	693.79

Not available numbered. (R)  
Envelopes available on page 68. (9906, 9907)

**C KBSCC-877 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
877-3	3	25#	91.15	143.64	252.72	470.88	693.79

Not available numbered. (R)  
Envelopes available on page 68. (9906)

For Plumbing and Electrical Forms, see page 100.

**YOUR COMPANY NAME**  
Address  
CITY, STATE, ZIP CODE  
Phone Number  
Advertising Line

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

## Kitchen / Bath Proposal

Contractor License No. \_\_\_\_\_ Job Order No. \_\_\_\_\_  
Job Name / Loc. \_\_\_\_\_  
Job Location \_\_\_\_\_  
Project \_\_\_\_\_ Date of Plans \_\_\_\_\_  
Appropriate Starting Date \_\_\_\_\_ Appropriate Completion Date \_\_\_\_\_

We hereby submit specifications and estimates for (1) Kitchen (2) Bathroom remodeling as follows:

The Proposal shall not include:

All amounts are guaranteed to be as specified. All work to be completed in a workable manner according to standard practices. Any alterations or deviations from the above specifications requiring extra work will be done only upon a written change order. The work will proceed as long as the job is profitable. This is to be understood during the course of the job and additional work required by local building inspectors.

All elements of this agreement are contingent upon timely, accurate payment of invoices. The contractor shall not be responsible for any delays or stoppage of work until the work has been paid. 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.

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: \_\_\_\_\_

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

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.

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

**B KBPCC-867 - Snap-A-Part**  
Kitchen/Bath Proposal, 8½" x 11"  
Imprint area 1" x 3"

**YOUR COMPANY NAME**  
Address  
CITY, STATE, ZIP CODE  
Phone Number  
Advertising Line

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

## Kitchen / Bath Specifications

This page (Invoice part) will be submitted with proposal for:

Job Name/No. \_\_\_\_\_ Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_ Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

**C KBSCC-877 - Snap-A-Part**  
Kitchen/Bath Specifications Sheet, 8½" x 11"  
Imprint area 1" x 3"

**D FPCC-766 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
766-3	3	25#	91.15	143.64	252.72	470.88	693.79

Not available numbered. (R)  
Envelopes available on page 68. (9906)

**E KBWCC-871 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
871-3	3	35#	104.54	169.67	301.10	577.26	854.28

Envelopes available on page 68. (9906, 9907) (R)

**Need Daily Time/Job Tickets?**  
*See page 6.*



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%

Back

**D FPCC-766 - Snap-A-Part**  
Flooring Proposal, 8½" x 11"  
Imprint area 1" x 4"



**Multi-part color sequence . . .**  
Colors correspond to sequence and number of parts selected in your order.

Back

**E KBWCC-871 - Snap-A-Part**  
Kitchen/Bath Work Order - Estimate, 8½" x 11"  
Imprint area 1" x 3"  
Part 3 is manila

## PCCC-882 Snap-A-Part

Pest Control Service Agreement  
8½" x 11"  
Imprint area 1¼" x 6"

**Pest Control Service Agreement**

YOUR COMPANY NAME  
Address  
CITY STATE, ZIP CODE  
Phone Number  
Advertising Line

001001

TERMS GUARANTEED: We agree to make corrections to control treatment areas at no additional charge and will make that area free of pest activity for the period of time specified in the Service Agreement. We agree that services will be provided to control the pest problem and we will not be held responsible for the pest problem if the pest problem is not caused by our services.

SERVICE RENEWAL: This Agreement shall be for a term stated in this form, and will renew itself annually unless other party makes the agreement to bring this year under a new agreement.

MONTHLY SERVICE CHARGE: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

MONTHLY QUARTERLY PAYMENTS: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

## Our Forms Will Make You Look Serious About Bugs!

The Termite and Pest Control Form is an inspection form designed to relay all the information concerning pests found on the property. It contains an area for drawing a layout of the customer's property, checklists showing pests found and damage caused by the pests. The Pest Control Inspection Form gives you easy to use checklists to help you complete the form quickly.

The Pest Control Service Agreement has space to write all the information your customer needs to know concerning the services your company will provide and how often. To protect you and the customer there are Service Guarantee and Service Renewal disclaimers.

For monthly service calls and invoicing, you can choose a wrap around book or snap service order/invoice.

### A PCCC-882 - Snap-A-Part

Cat. No.	PCCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
882-2	2	16#	83.16	121.61	205.31	370.44	536.33	

Envelopes available on page 68. (9906)

(R)

### B PCCC-880 - Snap-A-Part

Cat. No.	PCCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
880-3	3	13#	79.49	114.80	190.62	338.80	493.78	

Envelopes available on page 68. (9919)

(R)

### C PC-881 - Wrap Around Book

Cat. No.	PC-	Pts.	Wt. per 10 Bks	Carbonless Lot Prices			
				10 Bks	15 Bks	25 Bks	50 Bks
881-3	3	4#	110.05	142.02	213.19	379.73	

(R)

### D PCCC-879 - Snap-A-Part

Cat. No.	PCCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
879-2	2	9#	68.47	93.53	148.82	259.20	367.20	

Numbering only on request.

(R)

### E PCCC-878 - Snap-A-Part

Cat. No.	PCCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
878-2	2	16#	83.16	121.61	205.31	370.44	536.33	

Not available numbered.

(R)

Envelopes available on page 68. (9906)

**YOUR COMPANY NAME**  
Address  
CITY STATE, ZIP CODE  
Phone Number  
Advertising Line

001001

SERVICE ORDER / INVOICE

**YOUR COMPANY NAME**  
Address  
CITY STATE, ZIP CODE  
Phone Number

001001

SERVICE REPORT

### B PCCC-880 - Snap-A-Part

Pest Control Service Order/Invoice  
5½" x 8½"  
Imprint area ¾" x 5"

### C PC-881 Wrap Around Book

Pest Control Service Report Book, 3½" x 6¼"  
Imprint area ¾" x 3"  
50 sets per book



Multi-part color sequence...  
Colors correspond to sequence and number of parts selected in your order.



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%

**YOUR COMPANY NAME**  
Address  
CITY STATE, ZIP CODE  
Phone Number

PEST CONTROL INSPECTION

### D PCCC-879 - Snap-A-Part

Pest Control Inspection, 8½" x 5½"  
Imprint area ¾" x 3"

**YOUR COMPANY NAME**  
Address  
CITY STATE, ZIP CODE  
Phone Number  
Advertising Line

TERMITE AND PEST CONTROL

Customer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

1. Inspect and report on the following: (check all that apply)  
 General Inspection  
 Termite Inspection  
 Wood Boring Insect Inspection  
 Dry Rot Inspection  
 Moisture Inspection  
 Pest Control Inspection  
 Other: \_\_\_\_\_

2. Describe the condition of the property and the results of the inspection.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Describe the recommended treatment and the cost of the treatment.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Describe the preventive measures that should be taken to avoid future infestations.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Describe the date of the next inspection.  
 \_\_\_\_\_

6. Describe the name of the inspector and the company.  
 Inspector: \_\_\_\_\_  
 Company: \_\_\_\_\_

**Your Forms Are Your First Best Impression!**

These forms have comprehensive checklists, space for extra notes and terms and conditions. All you need is your customer's signature and you can get to work. When it comes time to invoice your customer, we have a form for that too.

**A CPCC-796 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
CPCC-			250	500	1000	2000	3000
796-3	3	25#	91.15	143.64	252.72	470.88	693.79

Not numbered unless specified otherwise. (R)  
Envelopes available on page 68. (9906, 9907, 9909)

**B CPCC-795 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
CPCC-			250	500	1000	2000	3000
795-3	3	25#	91.15	143.64	252.72	470.88	693.79

Not numbered unless specified otherwise. (R)  
Envelopes available on page 68. (9906, 9907, 9909)

**C CWICC-797 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
CWICC-			250	500	1000	2000	3000
797-3	3	35#	99.58	161.57	286.63	549.72	813.67

Envelopes available on page 68. (9906, 9907, 9909) (R)

**D CWCC-799 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
CWCC-			250	500	1000	2000	3000
799-3	3	16#	70.85	102.17	170.10	302.08	440.10

Envelopes available on page 68. (9919) (R)



**Multi-part color sequence . . .**  
Colors correspond to sequence and number of parts selected in your order.  
Item C, part 3 is manila.

**A CPCC-796 Snap-A-Part**  
Janitorial Cleaning Proposal, 8½" x 11"  
Imprint area 1" x 4"

**B CPCC-795 - Snap-A-Part**  
Cleaning Proposal, 8½" x 11"  
Imprint area 1" x 4"

**Advertise your cleaning service with a Business Card Magnet. See page 59.**

**C CWICC-797 - Snap-A-Part**  
Cleaning Services Work Order, 8½" x 11"  
Imprint area 1" x 4"

**D CWCC-799 - Snap-A-Part**  
Cleaning Work Order, 5½" x 8½"  
Imprint area 1" x 3½"



**A PSECC-863 Snap-A-Part**  
Protection System Estimate Sheet, 8½" x 11"  
Imprint area ¾" x 4"

Parts 2 and 3 contain blackout

## Use Forms Designed for Your Business!

The Protection System Work Order/Invoice and Estimate Sheet have a manila backer that has material and layout areas. The Proposal contains an agreement section for the customer to sign. If your customer needs an extra or replacement key, we have a Work Order/Invoice that will work for you and contains authorization to protect you.

**A PSECC-863 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
PSECC-863-3	3	35#	104.54	169.67	301.10	577.26	854.28

Not available numbered. (R)  
Envelopes available on page 68. (9906)

**B WOICC-891 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
WOICC-891-2	2	9#	68.47	93.53	148.82	259.20	367.20
WOICC-891-3	3	13#	75.71	109.30	181.55	322.70	470.12

Envelopes available on page 68. (9919) (R)

**C WOCC-850 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
WOCC-850-3	3	13#	79.49	114.80	190.62	338.80	493.78

Envelopes available on page 68. (9919) (R)

**D LWOCC-245 - Register Form**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
LWOCC-245-3	3	12#	75.17	103.79	158.87	269.46	384.05

7 digit number only. (R)

**E PCCC-864 - Snap-A-Part**

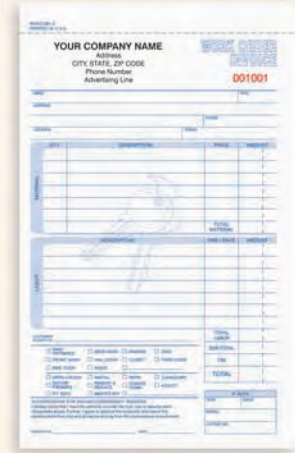
Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
PCCC-864-3	3	25#	104.22	164.27	289.01	538.70	793.58

Not numbered unless specified otherwise. (R)  
Envelopes available on page 68. (9906, 9907, 9909)

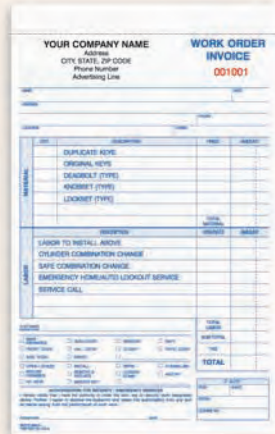
**F PSCC-865 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
PSCC-865-3	3	35#	104.54	169.67	301.10	577.26	854.28

Envelopes available on page 68. (9906, 9907, 9909) (R)



**B WOICC-891 - Snap-A-Part**  
Locksmith Work Order/Invoice  
5½" x 8½"  
Imprint area 1" x 3"



**C WOCC-850 - Snap-A-Part**  
Locksmith Work Order/Invoice  
5½" x 8½"  
Imprint area 1" x 3¼"



**D LWOCC-245 - Register Form**  
Locksmith Work Order/Invoice  
5½" x 8½"  
Imprint area 1" x 5"



**E PCCC-864 - Snap-A-Part**  
Protection System Proposal, 8½" x 11"  
Imprint area ¾" x 4"



**F PSCC-865 - Snap-A-Part**  
Protection System Work Order/Invoice, 8½" x 11"  
Imprint area 1¼" x 4"

**Convenient and Efficient!**

The Veterinary forms are perfect for use in the office or making house calls. They contain spaces to list everything from the type of animal treated to what treatment was performed.

The pharmacy forms are designed to give your customer all the specifics they need, including the medication, doctor and patient information. When making deliveries, use a form that shows what has been ordered, how payment is to be made and contains a line for the customer's signature.

**A PH-211 - Register Form**

Cat. No.	PH-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
211-2	2	5#	60.70	74.30	100.76	154.87	208.87	
211-3	3	6#	65.23	84.24	120.10	193.75	267.52	

(R)

**B PH-233 - Register Form**

Cat. No.	PH-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
233-2	2	5#	63.29	81.86	111.02	170.64	229.39	
233-3	3	6#	71.82	92.66	131.98	212.76	294.08	

(R)

**C PHCC-853 - Snap-A-Part**

Cat. No.	PHCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
853-2	2	6#	62.96	81.43	124.52	210.60	294.08	

(R)

**D VT-245 - Register Form**

Cat. No.	VT-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
245-2	2	5#	63.29	81.86	111.02	170.64	229.39	

(R)

**E VT-246 - Register Form**

Cat. No.	VT-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
246-2	2	8#	65.99	86.18	124.31	202.07	278.64	

(R)

**F VTCC-845 - Snap-A-Part**

Cat. No.	VTCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
845-2	2	6#	62.96	81.43	124.52	210.60	294.08	

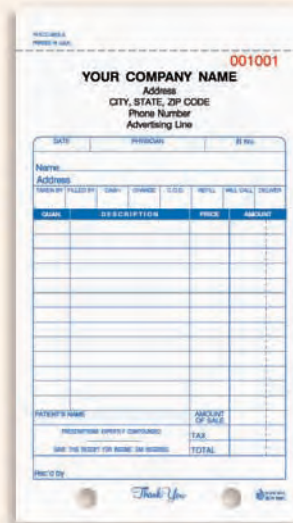
(R)

**A PH-211 Register Form**  
Pharmacy, 4" x 6"  
Imprint area 1" x 3½"



**PH-233 Register Form**  
Pharmacy, 4" x 6½"  
Imprint area 1" x 3½"

**C PHCC-853 - Snap-A-Part**  
Pharmacy, 4¼" x 7"  
Imprint area 1" x 3⅝"



**F VTCC-845 - Snap-A-Part**  
Veterinary, 4¼" x 7"  
Imprint area 1" x 3⅝"



**D VT-245 Register Form**  
Veterinary, 4" x 6½"  
Imprint area 1" x 3½"

**E VT-246 Register Form**  
Veterinary, 5½" x 8½"  
Imprint area 1" x 5"





**A VRACC-580 - Snap-A-Part**  
Video Rental, 4¼" x 7"  
Imprint area 1" x 3½"



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%

## Organize Your Rental Record Keeping!

Record the time period, rate, item and rental charge on these forms for simple record keeping, with a separate section to record rental purchases. The bottom contains a legal disclaimer to protect you, and a customer signature line for written verification of agreement terms.

The Video Tape/Disc rental agreements record all the details you need on one form to show when items were rented and when they are due.

### A VRACC-580 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
VRACC-580-2	2	6#	62.96	81.43	124.52	210.60	294.08
VRACC-580-3	3	9#	69.77	95.90	153.25	267.73	383.72

(R)

### B VRA-200 - Register Form

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
VRA-200-2	2	8#	65.99	86.18	124.31	202.07	278.64

7 digit number only. (R)

### C VRA-231 - Register Form

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
VRA-231-2	2	5#	63.29	81.86	111.02	170.64	229.39
VRA-231-3	3	7#	71.82	92.66	131.98	212.76	294.08

7 digit number only. (R)

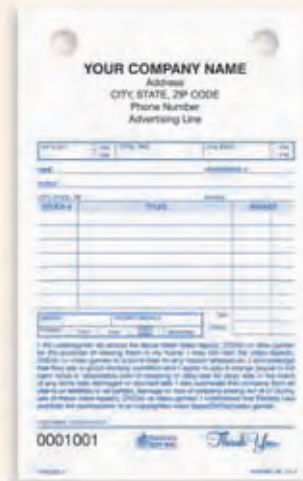
### D RACC-582, RA-581 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
RACC-582-3	3	13#	79.49	114.80	190.62	338.80	493.78
RA-581-3	3	16#	71.82	99.90	160.60	281.45	405.22

(R)



**B VRA-200 - Register Form**  
Video Rental, 5½" x 8½"  
Imprint area 1" x 5"



**C VRA-231 - Register Form**  
Video Rental, 4" x 6½"  
Imprint area 1" x 3½"



**D RACC-582, RA-581 - Snap-A-Part**  
Rental Agreement, 5½" x 8½"  
Imprint area 1" x 5"

**A GP-149, GP-151 - Sales Book**

Cat. No.	GP-	Pts.	Wt. per 10 Books	Carbonless Lot Prices				
				10 Bks	15 Bks	25 Bks	50 Bks	100 Bks
151-2	2	3#	85.10	109.62	160.27	275.83	505.44	
151-3	3	4#	93.96	125.39	182.74	342.90	640.55	
149-2*	2	3#	85.10	109.62	160.27	275.83	505.44	
149-3*	3	4#	93.96	125.39	182.74	342.90	640.55	

\*Without layaway. (R)

**B GP-154, GP-158 - Sales Book**

Cat. No.	GP-	Pts.	Wt. per 10 Books	Carbonless Lot Prices				
				10 Bks	15 Bks	25 Bks	50 Bks	100 Bks
154-2	2	4#	97.74	127.55	182.74	328.00	390.10	
154-3	3	5#	110.27	140.94	212.44	380.27	447.34	
158-2*	2	4#	97.74	127.55	182.74	328.00	390.10	
158-3*	3	5#	110.27	140.94	212.44	380.27	447.34	

\*Without layaway. (R)

**C GP-153, GP-159 - Sales Book**

Cat. No.	GP-	Pts.	Wt. per 10 Books	Carbonless Lot Prices				
				10 Bks	15 Bks	25 Bks	50 Bks	100 Bks
153-2	2	6#	122.90	165.56	253.48	454.79	879.55	
153-3	3	7#	129.60	174.42	268.27	504.04	938.74	
159-2*	2	6#	122.90	165.56	253.48	454.79	879.55	
159-3*	3	7#	129.60	174.42	268.27	504.04	938.74	

\*Without layaway. (R)

**D RSB-142 - Road Service Book**

Cat. No.	RSB-	Pts.	Wt. per 10 Books	Carbonless Lot Prices				
				10 Bks	15 Bks	25 Bks	50 Bks	100 Bks
142-2	2	6#	122.90	165.56	253.48	454.79	879.55	
142-3	3	7#	129.60	174.42	268.27	504.04	938.74	

(R)

**E GP-139 - Sales Book**

Cat. No.	GP-	Pts.	Wt. per 10 Books	Carbonless Lot Prices				
				10 Bks	15 Bks	25 Bks	50 Bks	100 Bks
139-2	2	6#	122.90	165.56	253.48	454.79	879.55	
139-3	3	7#	129.60	174.42	268.27	504.04	938.74	

(R)

**! Starting Number**

Choose a six-digit starting number for your imprinted form at no extra charge! Otherwise, we will start with 001001. Four, five and seven-digit numbering available at an additional charge. See page 131 for pricing.

Blank forms will be sequentially numbered unless specified otherwise.



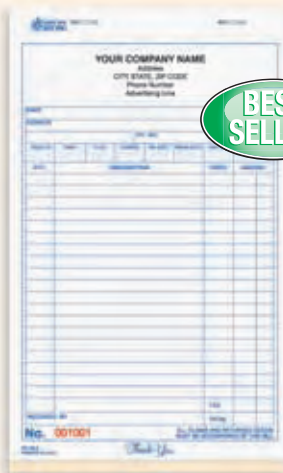
Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%



**A GP-149, GP-151 Sales Book**  
General Sales, 4¼" x 5½"  
Imprint area 1" x 3¾"  
50 sets per book



**B GP-154, GP-158 Sales Book**  
General Sales, 4¼" x 7"  
Imprint area 1" x 3¾"  
50 sets per book



**C GP-153, GP-159 Sales Book**  
General Sales, 5½" x 8½"  
Imprint area 1" x 5"  
50 sets per book



**D RSB-142 Road Service Book**  
5½" x 8½"  
Imprint area 1" x 3"  
50 sets per book



**E GP-139 Sales Book**  
General Sales, 5½" x 8½"  
Imprint area 1" x 3"  
50 sets per book



**A GP-152 Sales Book**  
General Sales, 4¼" x 5½"  
Imprint area 1" x 3¾"  
50 sets per book



Multi-part color sequence...  
Colors correspond to  
sequence and number of  
parts selected in your order.



**B MB-258, MB-358 Sales Book**  
General Sales, 5½" x 7¾"  
50 sets per book



**C MB-012 Sales Book**  
General Sales, 3¾" x 5½"  
50 sets per book



**D MB-247, MB-347 Sales Book**  
General Sales, 4¼" x 7"  
50 sets per book



**E GP-155 Sales Book**  
Service Station Sales, 4¼" x 5½"  
Imprint area 1" x 3¾"  
50 sets per book

## Where are You Writing Your Sales?

These handy sales books are ready for use wherever you are – office or on the road. Choose from two or three parts depending on your needs. The sturdy wrap-around cover folds under the form to prevent bleed through onto the next order.

### A GP-152 - Sales Book

Cat. No.	GP-	Pts.	Wt. per 10 Bks	Carbonless Lot Prices				
				10 Bks	15 Bks	25 Bks	50 Bks	100 Bks
152-2		2	3#	85.10	109.62	160.27	275.83	505.44

(R)

### B MB-258, MB-358 - Sales Book

Cat. No.	MB-	Pts.	Wt. per 10 Bks	Carbonless Lot Prices
				10 Bks
258-2		2	5#	38.77
358-3		3	6#	44.71

Not available imprinted. No choice of starting number. (R)

### C MB-012 - Sales Book

Cat. No.	MB-	Pts.	Wt. per 25 Bks	Carbon Lot Prices				
				25 Bks	50 Bks	75 Bks	100 Bks	200 Bks
012-2		2	5#	54.22	85.32	92.99	108.43	180.04

Not available imprinted. No choice of starting number. (R)

### D MB-247, MB-347 - Sales Book

Cat. No.	MB-	Pts.	Wt. per 10 Bks	Carbonless Lot Prices
				10 Bks
247-2		2	4#	35.86
347-3		3	5#	38.77

Not available imprinted. No choice of starting number. (R)

### E GP-155 - Sales Book

Cat. No.	GP-	Pts.	Wt. per 10 Bks	Carbonless Lot Prices				
				10 Bks	15 Bks	25 Bks	50 Bks	100 Bks
155-2		2	3#	85.10	109.62	160.27	275.83	505.44
155-3		3	4#	93.96	125.39	182.74	342.90	640.55

(R)

### No More Lost Paperwork!

Wire bound sales books are a superior way to achieve heavy-duty protection for all your important sales records, while retaining easy reference and readability. Each form comes with sequential numbering to help track orders, control inventory and prevent loss.

#### F RSD-141 - Road Service Dispatch Book

Cat. No.	RSD-	Pts.	Wt. per 5 Bks	Carbonless Lot Prices				
				5 Bks	10 Bks	15 Bks	25 Bks	50 Bks
141-2	2	5#	69.66	121.18	163.84	270.65	536.65	

Not available imprinted. No choice of starting number. (R)

#### G GP-156 - Sales Book

Cat. No.	GP-	Pts.	Wt. per 10 Bks	Carbonless Lot Prices				
				10 Bks	15 Bks	25 Bks	50 Bks	100 Bks
156-2	2	6#	135.76	181.12	275.83	506.84	983.34	
156-3	3	7#	144.83	190.08	294.41	551.56	1058.08	

(R)

#### H GP-157 - Sales Book

Cat. No.	GP-	Pts.	Wt. per 10 Bks	Carbonless Lot Prices				
				10 Bks	15 Bks	25 Bks	50 Bks	100 Bks
157-2	2	4#	108.97	140.94	201.42	380.16	429.30	
157-3	3	5#	120.85	158.87	234.79	417.31	492.37	

(R)



#### F RSD-141 - Road Service Dispatch Book

3 7/8" x 5"  
150 sets per book  
11" x 5 3/4" overall

### ! Starting Number

Choose a six-digit starting number for your imprinted form at no extra charge! Otherwise, we will start with 001001. Four, five and seven-digit numbering available at an additional charge. See page 131 for pricing.

Blank forms will be sequentially numbered unless specified otherwise.



**Multi-part color sequence...**  
Colors correspond to sequence and number of parts selected in your order.



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%



#### G GP-156 - Sales Book

General Sales, 5 3/8" x 8 1/2"  
Imprint area 1" x 5"  
50 sets per book



#### H GP-157 - Sales Book

General Sales, 4 1/4" x 7"  
Imprint area 1" x 3 3/8"  
50 sets per book



**A** **SOF-698, SOFCC-699 Snap-A-Part**  
Sales Order, 8½" x 11"  
Imprint area 1" x 4"

**B** **GS-654, GSCC-653 Snap-A-Part**  
General Sales, 4¼" x 7"  
Imprint area 1" x 3½"



**C** **GS-651, GSCC-652 Snap-A-Part**  
General Sales, 5¾" x 8½"  
Imprint area 1" x 5"

**D** **GSCC-670 - Snap-A-Part**  
General Sales, 8½" x 11"  
Imprint area 1" x 4"



**E** **GSCC-552 - Snap-A-Part**  
General Sales, 5¾" x 8½"  
Imprint area 1" x 5"  
Bi-Lingual

**A** **SOF-698, SOFCC-699 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
SOFCC-699-3	3	25#	103.90	162.76	286.31	533.41	784.94
SOF-			Carbon Lot Prices				
698-3	3	29#	88.88	133.27	228.53	415.15	607.07

Envelope on page 68. (9907) (R)

**B** **GS-654, GSCC-653 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
GSCC-653-2	2	6#	62.96	81.43	124.52	210.60	294.08
653-3	3	9#	69.77	95.90	153.25	267.73	383.72
GS-			Carbon Lot Prices				
654-2	2	7#	60.80	77.65	116.64	195.37	273.24
654-3	3	10#	65.88	87.70	137.27	236.09	333.72

(R)

**C** **GS-651, GSCC-652 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
GSCC-652-2	2	9#	68.47	93.53	148.82	259.20	367.20
652-3	3	13#	79.49	114.80	190.62	338.80	493.78
652-4	4	17#	84.56	122.36	201.74	360.61	525.96
GS-			Carbon Lot Prices				
651-2	2	10#	65.12	85.64	133.27	228.31	321.30
651-3	3	16#	71.82	99.90	160.60	281.45	405.22
651-4	4	22#	74.84	104.22	167.08	293.98	423.79

(R)

**D** **GSCC-670 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
GSCC-670-2	2	16#	83.16	121.61	205.31	370.44	536.33
670-3	3	25#	103.90	162.76	286.31	533.41	784.94
670-4	4	32#	123.34	202.18	365.15	693.68	1,021.90
670-5	5	40#	141.59	237.92	440.32	851.36	1,246.64

Envelopes available on page 68. (9906) (R)

**E** **GSCC-552 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
GSCC-552-3	3	13#	75.71	109.30	181.55	322.70	470.12

Bi-Lingual (R)

**F** **GSDCC-643 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
GSDCC-643-2	2	9#	68.47	93.53	148.82	259.20	367.20

(R)



**F** **GSDCC-643 - Snap-A-Part**  
General Sales Delivery Form, 5¾" x 8½"  
Imprint area 1¼" x 3½"

## We Have the Form to Fit Your Needs!

Register forms are ideal for any business, from flower shops to service stations. In a register machine, they are available on your counter or in your vehicle. All parts stay aligned and the hard surface saves you from hunting for a spot to write your order. Choose the format that works for your business, have it imprinted in one of four colors and select a starting number.

### A GS-215 - Register Form

Cat. No.	GS-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
215-2	2	5#		63.29	81.86	111.02	170.64	229.39
215-3	3	7#		71.82	92.66	131.98	212.76	294.08

(R)

### B GS-226 - Register Form

Cat. No.	GS-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
226-2	2	8#		65.99	86.18	124.31	202.07	278.64
226-3	3	12#		74.63	103.36	158.11	267.73	382.10

(R)

### C GS-222 - Register Form

Cat. No.	GS-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
222-3	3	12#		74.63	103.36	158.11	267.73	382.10

Bi-Lingual

(R)

### D GSD-204 - Register Form

Cat. No.	GSD-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
204-2	2	8#		65.99	86.18	124.31	202.07	278.64
204-3	3	12#		74.63	103.36	158.11	267.73	382.10

(R)



Multi-part color sequence... Colors correspond to sequence and number of parts selected in your order.

### A GS-215 - Register Form

General Sales, 4" x 6½"  
Imprint area 1" x 3½"

**Free Register Machine with every imprinted Register Form order of 1,000 or more!**  
*See page 34 for details.*

**Reach more customers with a Bi-Lingual Sales Form, choose GS-222.**



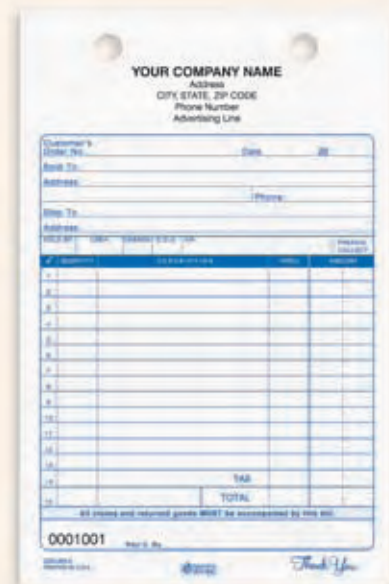
**B GS-226 Register Form**  
General Sales, 5½" x 8½"  
Imprint area 1" x 5"



### C GS-222 - Register Form

General Sales, 5½" x 8½"  
Imprint area 1" x 5"

Bi-Lingual



### D GSD-204 - Register Form

Sales Delivery, 5½" x 8½"  
Imprint area 1" x 5"



**A GS-202 (Plain)  
GS-254, 255, 256 (Marble)  
Register Form**  
General Sales, 5½" x 8½"  
Imprint area 1" x 5"

**A GS-202, 254, 255, 256 - Register Form**

Cat. No.	GS-	Pts.	Wt. per 1000	Color	Carbonless Lot Prices				
					250	500	1000	2000	3000
202-2	2	8#	Plain	65.99	86.18	124.31	202.07	278.64	
202-3	3	12#	Plain	74.63	103.36	158.11	267.73	382.10	
202-4	4	15#	Plain	83.38	119.88	192.35	333.29	484.70	
<b>GS- Marble</b>									
254-2	2	8#	Blue	65.99	86.18	124.31	202.07	278.64	
254-3	3	12#	Blue	74.63	103.36	158.11	267.73	382.10	
255-2	2	8#	Red	65.99	86.18	124.31	202.07	278.64	
255-3	3	12#	Red	74.63	103.36	158.11	267.73	382.10	
256-2	2	8#	Green	65.99	86.18	124.31	202.07	278.64	
256-3	3	12#	Green	74.63	103.36	158.11	267.73	382.10	

**B GS-201, 251, 252, 253 - Register Form**

Cat. No.	GS-	Pts.	Wt. per 1000	Color	Carbonless Lot Prices				
					250	500	1000	2000	3000
201-2	2	5#	Plain	60.70	74.30	100.76	154.87	208.87	
201-3	3	6#	Plain	65.23	84.24	120.10	193.75	267.52	
201-4	4	8#	Plain	69.80	93.85	139.54	231.98	326.16	
<b>GS- Marble</b>									
251-2	2	5#	Blue	60.70	74.30	100.76	154.87	208.87	
251-3	3	6#	Blue	65.23	84.24	120.10	193.75	267.52	
252-2	2	5#	Red	60.70	74.30	100.76	154.87	208.87	
252-3	3	6#	Red	65.23	84.24	120.10	193.75	267.52	
253-2	2	5#	Green	60.70	74.30	100.76	154.87	208.87	
253-3	3	6#	Green	65.23	84.24	120.10	193.75	267.52	

**C GS-203, 271, 272, 273 - Register Form**

Cat. No.	GS-	Pts.	Wt. per 1000	Color	Carbonless Lot Prices				
					250	500	1000	2000	3000
203-2	2	5#	Plain	63.29	81.86	111.02	170.64	229.39	
203-3	3	7#	Plain	71.82	92.66	131.98	212.76	294.08	
203-4	4	8#	Plain	76.68	103.57	153.25	255.31	358.56	
<b>GS- Marble</b>									
271-2	2	5#	Blue	63.29	81.86	111.02	170.64	229.39	
271-3	3	7#	Blue	71.82	92.66	131.98	212.76	294.08	
272-2	2	5#	Red	63.29	81.86	111.02	170.64	229.39	
272-3	3	7#	Red	71.82	92.66	131.98	212.76	294.08	
273-2	2	5#	Green	63.29	81.86	111.02	170.64	229.39	
273-3	3	7#	Green	71.82	92.66	131.98	212.76	294.08	



**B GS-201 (Plain)  
GS-251, 252, 253 (Marble)  
Register Form**  
General Sales, 4" x 6"  
Imprint area 1" x 3½"



**C GS-203 (Plain)  
GS-271, 272, 273 (Marble)  
Register Form**  
General Sales, 4" x 6½"  
Imprint area 1" x 3½"



**D GS-209 - Register Form**

Cat. No.	GS-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
209-2	2	8#	65.99	86.18	124.31	202.07	278.64	
209-3	3	12#	74.63	103.36	158.11	267.73	382.10	

(R)

**E GS-224 - Register Form**

Cat. No.	GS-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
224-2	2	8#	65.99	86.18	124.31	202.07	278.64	
224-3	3	12#	74.63	103.36	158.11	267.73	382.10	

(R)

**F GS-237 - Register Form**

Cat. No.	GS-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
237-2	2	5#	63.29	81.86	111.02	170.64	229.39	
237-3	3	7#	71.82	92.66	131.98	212.76	294.08	

(R)

**G GS-234 - Register Form**

Cat. No.	GS-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
234-2	2	5#	63.29	81.86	111.02	170.64	229.39	
234-3	3	7#	71.82	92.66	131.98	212.76	294.08	

(R)

**H GS-228 - Register Form**

Cat. No.	GS-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
228-2	2	5#	63.29	81.86	111.02	170.64	229.39	
228-3	3	7#	71.82	92.66	131.98	212.76	294.08	

(R)



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%

**! Starting Number**

Choose a seven-digit starting number or six-digit starting number with an A-Z (except letters I and O) prefix for your imprinted form at no extra charge! Otherwise, we will start with 0001001.

Blank forms will be sequentially numbered unless specified otherwise.



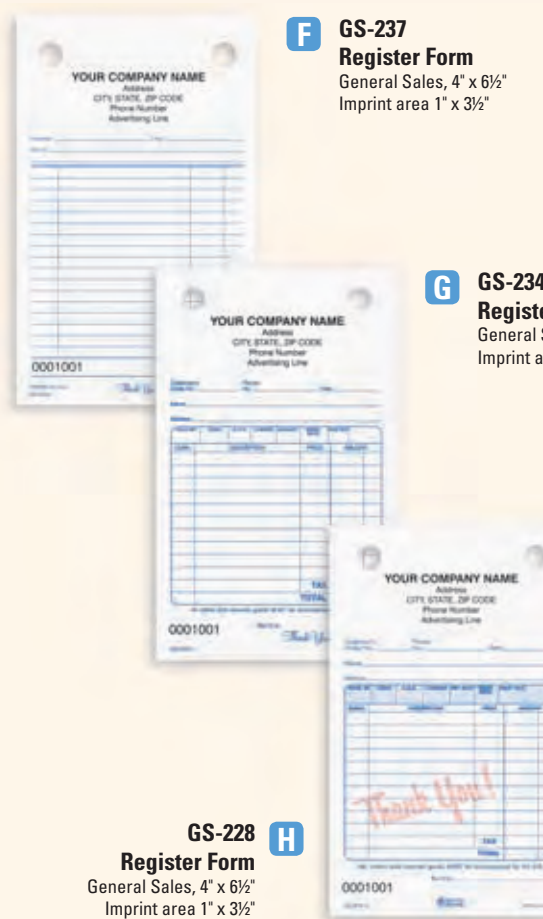
**Multi-part color sequence...**  
Colors correspond to sequence and number of parts selected in your order.

**D GS-209 Register Form**  
General Sales, 5½" x 8½"  
Imprint area 1" x 5"



**E GS-224 Register Form**  
General Sales, 5½" x 8½"  
Imprint area 1" x 5"

**F GS-237 Register Form**  
General Sales, 4" x 6½"  
Imprint area 1" x 3½"



**G GS-234 Register Form**  
General Sales, 4" x 6½"  
Imprint area 1" x 3½"

**H GS-228 Register Form**  
General Sales, 4" x 6½"  
Imprint area 1" x 3½"

## Use the Tools That Make Your Job Easy!

Register Forms, when used in a register machine, are an inexpensive tool for applications that require a hard surface and a place for all in one storage.



**A** **GS-227**  
**Register Form**  
General Sales, 4" x 6½"  
Imprint area 1" x 3½"



**B** **GS-230**  
**Register Form**  
General Sales, 4" x 6½"  
Imprint area 1" x 3½"



**C** **GS-240**  
**Register Form**  
General Sales, 4" x 6½"  
Imprint area 1" x 3½"

**D**  
**GS-223**  
**Register Form**  
General Sales, 5½" x 8½"  
Imprint area 1" x 5"



**A** **GS-227 - Register Form**

Cat. No.	GS-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
227-2		2	5#	63.29	81.86	111.02	170.64	229.39
227-3		3	7#	71.82	92.66	131.98	212.76	294.08

(R)

**B** **GS-230 - Register Form**

Cat. No.	GS-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
230-2		2	5#	63.29	81.86	111.02	170.64	229.39
230-3		3	7#	71.82	92.66	131.98	212.76	294.08

(R)

**C** **GS-240 - Register Form**

Cat. No.	GS-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
240-2		2	5#	63.29	81.86	111.02	170.64	229.39
240-3		3	7#	71.82	92.66	131.98	212.76	294.08

(R)

**D** **GS-223 - Register Form**

Cat. No.	GS-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
223-2		2	8#	65.99	86.18	124.31	202.07	278.64
223-3		3	12#	74.63	103.36	158.11	267.73	382.10

(R)

**E** **GSA-210 - Register Form**

Cat. No.	GSA-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
210-2		2	8#	65.99	86.18	124.31	202.07	278.64
210-3		3	12#	74.63	103.36	158.11	267.73	382.10

(R)

**E**  
**GSA-210**  
**Register Form**  
General Sales, 5½" x 8½"  
Imprint area 1" x 5"



**Use the Form Designed for Your Business!**

With spaces for labor and material, the Job Invoice Form is perfect for work performed inside or out. For a small business, the Retail Sales Form is convenient and easy to use. The Framing Form provides space for customer information, materials and special instructions. The shop copy has a special layout on the back for the frame and mat dimensions.

**F JI-216 - Register Form**

Cat. No.	Carbonless Lot Prices						
JI-	Pts.	Wt. per 1000	250	500	1000	2000	3000
216-3	3	12#	74.63	103.36	158.11	267.73	382.10

(R)

**G GSR-225 - Register Form**

Cat. No.	Carbonless Lot Prices						
GSR-	Pts.	Wt. per 1000	250	500	1000	2000	3000
225-2	2	8#	65.99	86.18	124.31	202.07	278.64
225-3	3	12#	74.63	103.36	158.11	267.73	382.10

(R)

**H FR-248 - Register Form**

Cat. No.	Carbonless Lot Prices						
FR-	Pts.	Wt. per 1000	250	500	1000	2000	3000
248-2	2	8#	65.99	86.18	124.31	202.07	278.64
248-3	3	12#	71.06	98.39	150.44	254.77	363.74

(R)



**F JI-216 - Register Form**  
Job Invoice, 5½" x 8½"  
Imprint area 1" x 5"

**Use a Document Jacket to keep track of material and labor for each job.**  
*See page 103.*

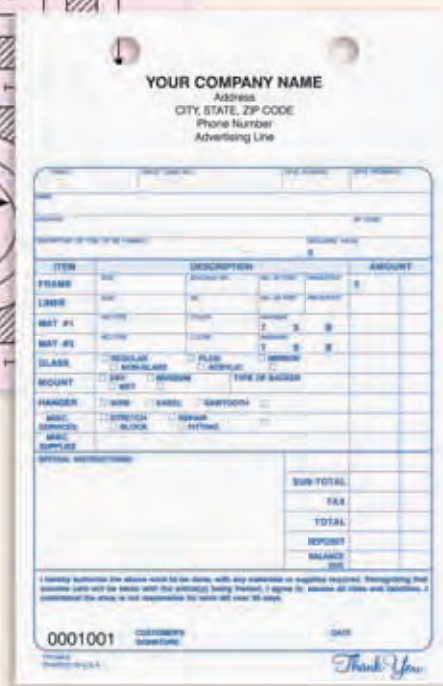
back

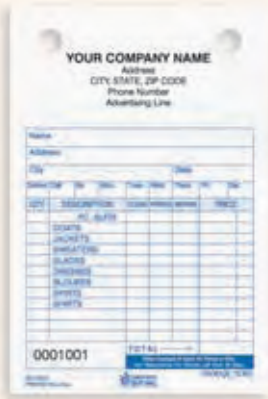


**H FR-248 Register Form**  
Framing Form, 5½" x 8½"  
Imprint area 1" x 5"



**G GSR-225 - Register Form**  
Retail Sales, 5½" x 8½"  
Imprint area 1" x 5"





**A DC-243 Register Form**  
Dry Cleaner, 4" x 6"  
Imprint area 1" x 3½"



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%

**! Starting Number**

Choose a seven-digit starting number or six-digit starting number with an A-Z (except letters I and O) prefix for your imprinted form at no extra charge! Otherwise, we will start with 0001001.

Blank forms will be sequentially numbered unless specified otherwise.



**Provide More Details!**

We have designed forms for your specific business. Are you selling stock parts or apparel? Running a dry cleaner? We have the form to help your business run smoothly.

**A DC-243 - Register Form**

Cat. No.	DC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
243-2	2	5#	60.70	74.30	100.76	154.87	208.87	
243-3	3	6#	65.23	84.24	120.10	193.75	267.52	

(R)

**B AP-232 - Register Form**

Cat. No.	AP-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
232-2	2	5#	63.29	81.86	111.02	170.64	229.39	

(R)

**C AP-217 - Register Form**

Cat. No.	AP-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
217-2	2	8#	65.99	86.18	124.31	202.07	278.64	
217-3	3	12#	74.63	103.36	158.11	267.73	382.10	

(R)

**D SP-238 - Register Form**

Cat. No.	SP-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
238-2	2	5#	63.29	81.86	111.02	170.64	229.39	
238-3	3	7#	71.82	92.66	131.98	212.76	294.08	

(R)

**E SP-208 - Register Form**

Cat. No.	SP-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
208-2	2	8#	65.99	86.18	124.31	202.07	278.64	
208-3	3	12#	74.63	103.36	158.11	267.73	382.10	

(R)



**B AP-232 Register Form**  
Apparel, 4" x 6½"  
Imprint area 1" x 3½"



**D SP-238 - Register Form**  
Stock Parts, 4" x 6½"  
Imprint area 1" x 3½"

**AP-217 C Register Form**  
Apparel, 5½" x 8½"  
Imprint area 1" x 5"



**SP-208 E Register Form**  
Stock Parts, 5½" x 8½"  
Imprint area 1" x 5"







**A Register Machine**  
(for three sizes of forms)  
**MAC-9972, 4" x 6", 4" x 6½"**  
Holds: 250 2pt, 160 3pt, 125 4pt  
**MAC-9975, 5½" x 8½"**  
Holds: 240 2pt, 140 3pt, 120 4pt



**B Register Machine**  
(for three sizes of forms)  
**MAC-9970, 4" x 6", 4" x 6½"**  
Holds: 160 2pt, 110 3pt, 80 4pt  
**MAC-9973, 5½" x 8½"**  
Holds: 160 2pt, 110 3pt, 80 4pt



**C Register Machine**  
(for three sizes of forms)  
**MAC-9968, 4" x 6", 4" x 6½"**  
Holds: 100 2pt, 75 3pt, 50 4pt  
**MAC-9969, 5½" x 8½"**  
Holds: 120 2pt, 70 3pt, 60 4pt

## Take Your Desk with You!

Register Machines provide a hard surface for writing and deliver a non-stop supply of multi-part forms in one operation. All the parts in a set are perfectly aligned because of the machine's registration features. Models 9972 and 9975 are metal and feature a pop-out drawer, thumb ejector and rubber feet that hold the machine firmly in place while you write.

### A MAC-9972, MAC-9975 - Register Machine

Cat. No. MAC-	Wt. each	Price each	Size
9972	4#	222.37	4" x 6", 4" x 6½"
9975	6#	225.40	5½" x 8½"

(R)

### B MAC-9970, MAC-9973 - Register Machine

Cat. No. MAC-	Wt. each	Price each	Size
9970	2#	34.99	4" x 6", 4" x 6½"
9973	2#	47.41	5½" x 8½"

(R)

### C MAC-9968, MAC-9969 - Register Machine

Cat. No. MAC-	Wt. each	Price each	Size
9968	1#	9.40	4" x 6", 4" x 6½"
9969	1#	14.90	5½" x 8½"

(R)

**Use a Sturdy Aluminum Form Holder  
for Your Snap-A-Part Forms.  
See page 99.**



**FREE MACHINE!**  
...with your order of 1,000 or  
more imprinted Register Forms.

**Document the Details!**

These multi-part Purchase Order Forms stop mistakes before they happen.

**Here's how...**

- You have a record of all purchases you or your employees make, so you don't leave out important items when calculating your budget.
- You have a written record of the estimate for comparison to the invoice.
- You have an easy way to track your accounts payable with precision.
- They are portable for use in the shop or on the road.
- Each form has a consecutively numbered audit copy that remains in the book for easy reference and storage.
- Includes insert sheet to prevent write-thru.



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%

**A POB-312 - Wire Bound Book**

Cat. No.	POB-	Pts.	Wt. per 5 Bks	Carbonless Lot Prices			
				5 Bks	10 Bks	15 Bks	25 Bks
312-3	3	6#	185.33	299.70	415.91	607.39	1,162.84

Envelopes available on page 68. (9906) (R)

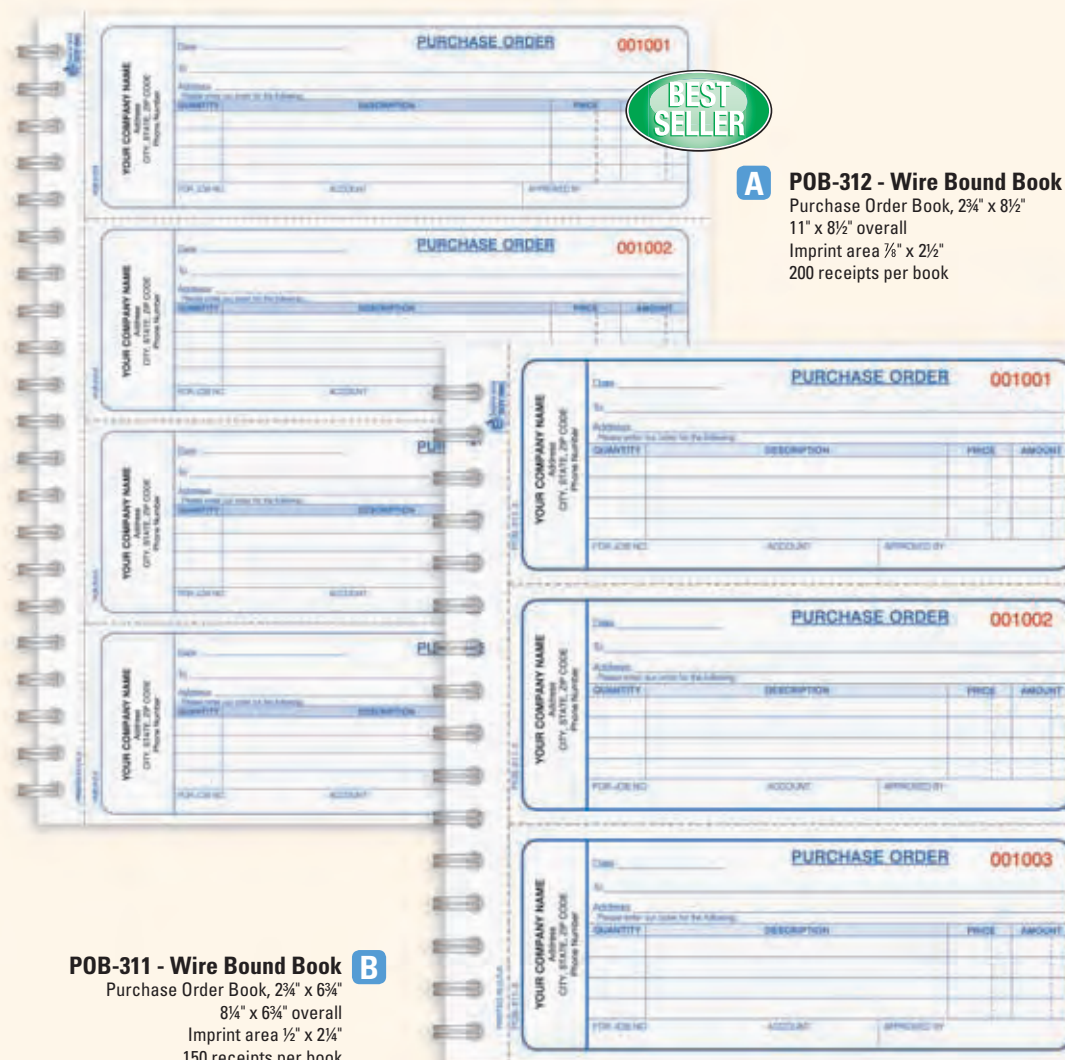
**B POB-311 - Wire Bound Book**

Cat. No.	POB-	Pts.	Wt. per 5 Bks	Carbonless Lot Prices			
				5 Bks	10 Bks	15 Bks	25 Bks
311-3	3	5#	140.29	218.38	299.81	457.38	867.56

Envelopes available on page 68. (9906) (R)

**! Starting Number**  
Choose a six-digit starting number for your imprinted form at no extra charge! Otherwise, we will start with 001001. Four, five and seven-digit numbering available at an additional charge. See page 131 for pricing.

Blank forms will be sequentially numbered unless specified otherwise.



**A POB-312 - Wire Bound Book**  
Purchase Order Book, 2 3/4" x 8 1/2"  
11" x 8 1/2" overall  
Imprint area 7/8" x 2 1/2"  
200 receipts per book

**B POB-311 - Wire Bound Book**  
Purchase Order Book, 2 3/4" x 6 3/4"  
8 3/4" x 6 3/4" overall  
Imprint area 1/2" x 2 1/4"  
150 receipts per book

**A POCC-707, PO-700 - Snap-A-Part**  
Purchase Order, 8½" x 11"  
Imprint area 1" x 4"



## Purchase With Accuracy

It pays to be specific. These detailed Purchase Orders allow you to list individual items and descriptions to help avoid order confusion. In turn, you avoid wasting time and money.

### A POCC-707, PO-700 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
707-2	2	16#	83.16	121.61	205.31	370.44	536.33
707-3	3	25#	103.90	162.76	286.31	533.41	784.94
707-4	4	32#	123.34	202.18	365.15	693.68	1,021.90
707-5	5	40#	141.59	237.92	440.32	851.36	1,246.64
<b>PO-</b>			<b>Carbon Lot Prices</b>				
700-2	2	19#	75.71	107.46	176.80	315.04	451.22
700-3	3	29#	88.88	133.27	228.53	415.15	607.07
700-4	4	39#	101.30	158.87	278.32	520.24	761.29

Envelopes available on page 68. (9907) (R)

### B POCC-702, PO-701 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
702-3	3	20#	92.12	140.08	241.70	444.31	648.76
702-4	4	26#	107.46	170.64	304.67	567.32	832.79
<b>PO-</b>			<b>Carbon Lot Prices</b>				
701-3	3	22#	80.78	117.29	196.02	352.30	509.87

Envelopes available on page 68. (9907) (R)

### C POCC-704, PO-703 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
704-2	2	12#	73.33	102.28	166.00	291.71	423.47
704-3	3	16#	87.59	131.33	223.13	407.48	591.73
<b>PO-</b>			<b>Carbon Lot Prices</b>				
703-3	3	18#	77.11	110.16	182.74	325.62	470.23
703-4	4	25#	85.64	127.55	216.76	394.20	572.29

Envelopes available on page 68. (9907) (R)

**B POCC-702, PO-701 - Snap-A-Part**  
Purchase Order, 8½" x 8½"  
Imprint area 1" x 4"

**C POCC-704, PO-703 - Snap-A-Part**  
Purchase Order, 8½" x 7"  
Imprint area 1" x 4"

**D POCC-708 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
POCC-			250	500	1000	2000	3000
708-3	3	20#	92.12	140.08	241.70	444.31	648.76

Envelopes available on page 68. (9907) (R)

**E POCC-706 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
POCC-			250	500	1000	2000	3000
706-2	2	9#	68.47	93.53	148.82	259.20	367.20
706-3	3	13#	79.49	114.80	190.62	338.80	493.78

Envelopes available on page 68. (9919) (R)

**F POCC-717 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
POCC-			250	500	1000	2000	3000
717-3	3	25#	103.90	162.76	286.31	533.41	784.94

Envelopes available on page 68. (9907) (R)  
Bi-Lingual

For an English/Spanish  
Bi-Lingual Purchase Order,  
POCC-717 is the form you need.



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%

**D POCC-708 - Snap-A-Part**  
Purchase Order, 8½" x 8½"  
Imprint area 1" x 4"

**E POCC-706 - Snap-A-Part**  
Purchase Order, 5½" x 8½"  
Imprint area ¾" x 3"



Multi-part color sequence...  
Colors correspond to sequence and number of parts selected in your order.

**F POCC-717 - Snap-A-Part**  
Purchase Order, 8½" x 11"  
Imprint area 1" x 4"  
Bi-Lingual

## Provide Your Customers With All the Details!

Make it easy for your customers to know what they bought for a specific project. Each invoice has room for purchase order number, shipment information, and products or services.

To make handwriting your invoices easy and convenient, most invoices are available with horizontal rules. If you prefer to type your invoices, the INV-764 and INVCC-765 are available without rules for easier typing.



### A INVCC-750, INV-751 - Snap-A-Part

Invoice, 8½" x 11"  
Imprint area 1" x 4"

### A INVCC-750, INV-751 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
750-2	2	16#	83.16	121.61	205.31	370.44	536.33
750-3	3	25#	103.90	162.76	286.31	533.41	784.94
750-4	4	32#	123.34	202.18	365.15	693.68	1,021.90
INV-			Carbon Lot Prices				
751-3	3	29#	88.88	133.27	228.53	415.15	607.07
751-4	4	39#	101.30	158.87	278.32	520.24	761.29
751-5	5	48#	114.80	185.33	330.80	625.32	919.30

Envelopes available on page 68. (9907)

(R)

### B INVCC-753, INV-752 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
753-3	3	20#	92.12	140.08	241.70	444.31	648.76
753-4	4	26#	107.46	170.64	304.67	567.32	832.79
INV-			Carbon Lot Prices				
752-3	3	22#	80.78	117.29	196.02	352.30	509.87
752-4	4	31#	90.18	136.73	235.44	430.81	627.37

Envelopes available on page 68. (9907)

(R)



### B INVCC-753, INV-752 - Snap-A-Part

Invoice, 8½" x 8½"  
Imprint area 1" x 4"

## Need Work Order Forms? See pages 100-102.



### ! Starting Number

Choose a six-digit starting number for your imprinted form at no extra charge! Otherwise, we will start with 001001. Four, five and seven-digit numbering available at an additional charge. See page 131 for pricing.

Blank forms will be sequentially numbered unless specified otherwise.



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%

**C INVCC-755, INV-754, INVCC-765, INV-764 - Snap-A-Part**

Cat. No.		Wt.	Carbonless Lot Prices				
INVCC-	Pts.	per 1000	250	500	1000	2000	3000
755-2	2	11#	73.33	102.28	166.00	291.71	423.47
755-3	3	16#	87.59	131.33	223.13	407.48	591.73
755-4	4	22#	100.66	157.68	275.83	504.47	753.84
INV-			Carbon Lot Prices				
754-2	2	12#	68.47	94.18	148.39	257.80	365.15
754-3	3	18#	77.11	110.16	182.74	352.62	470.23
754-4	4	25#	85.64	127.55	216.76	394.20	572.29
INVCC-	Unruled		Carbonless Lot Prices				
765-2	2	11#	73.33	102.28	166.00	291.71	423.47
765-3	3	16#	87.59	131.33	223.13	407.48	591.73
765-4	4	22#	100.66	157.68	275.83	504.47	753.84
765-5	5	28#	113.40	182.20	324.11	596.81	892.08
INV-	Unruled		Carbon Lot Prices				
764-3	3	18#	77.11	110.16	182.74	325.62	470.23
764-4	4	25#	85.64	127.55	216.76	394.20	572.29
764-5	5	31#	91.37	144.94	251.10	465.05	675.65

Envelopes available on page 68. (9907) (R)

**D INVCC-760 - Snap-A-Part**

Cat. No.		Wt.	Carbonless Lot Prices				
INVCC-	Pts.	per 1000	250	500	1000	2000	3000
760-2	2	9#	68.47	93.53	148.82	259.20	367.20
760-3	3	13#	79.49	114.80	190.62	338.80	493.78
760-4	4	17#	84.56	122.36	201.74	360.61	525.96

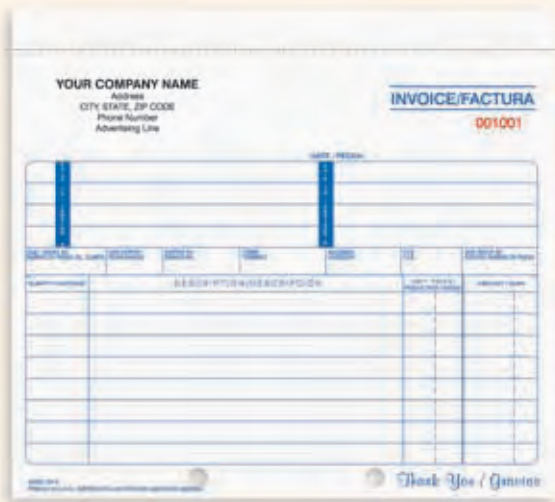
Envelopes available on page 68. (9907) (R)

**E INVCC-767 - Snap-A-Part**

Cat. No.		Wt.	Carbonless Lot Prices				
INVCC-	Pts.	per 1000	250	500	1000	2000	3000
767-3	3	16#	87.59	131.33	223.13	407.48	591.73

Envelopes available on page 68. (9907) (R)  
Bi-Lingual

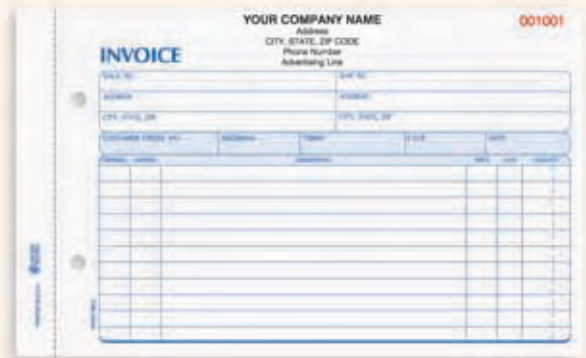
If you need an English/Spanish, Bi-Lingual Invoice, try the INVCC-767.



**E INVCC-767 - Snap-A-Part**  
Invoice, 8½" x 7"  
Imprint area 1" x 4"  
Bi-Lingual



**C INVCC-755, INV-754 (Ruled), INVCC-765, INV-764 (Unruled) - Snap-A-Part**  
Invoice, 8½" x 7"  
Imprint area 1" x 4"



**D INVCC-760 - Snap-A-Part**  
Invoice, 5½" x 8½"  
Imprint area ¾" x 3"



Multi-part color sequence . . . Colors correspond to sequence and number of parts selected in your order.



**A INVCC-759 Snap-A-Part**  
Invoice, 8½" x 11"  
Imprint area 1" x 4"

**A INVCC-759 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	3000	
759-3	3	25#	103.90	162.76	286.31	533.41	784.94

Envelopes available on page 68. (9907) (R)

**B INVCC-758 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
758-3	3	20#	92.12	140.08	241.70	444.31	648.76
758-4	4	26#	107.46	170.64	304.67	567.32	832.79

Envelopes available on page 68. (9907) (R)

**C INVCC-757 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
757-3	3	16#	87.59	131.33	223.13	407.48	591.73

Envelopes available on page 68. (9907) (R)

**D INVCC-782, INV-781 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
782-4	4	22#	100.66	157.68	275.83	504.47	753.84
INV-781-4	4	25#	85.64	127.55	216.76	394.20	572.29
781-5	5	31#	115.13	185.44	330.80	630.50	924.16

Envelopes available on page 68. (9911, 9909) (R)



**B INVCC-758 Snap-A-Part**  
Invoice, 8½" x 8½"  
Imprint area 1" x 4"



**Multi-part color sequence . . .**  
Colors correspond to sequence and number of parts selected in your order.

Part 4 Packing List with blackout.



**C INVCC-757 Snap-A-Part**  
Invoice, 8½" x 7"  
Imprint area 1" x 4"

**D INVCC-782, INV-781 - Snap-A-Part**  
Invoice, 8½" x 7"  
Imprint area 1" x 3"



Part 5 (INV-781-5) with label.



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%

**Make it Easy for Your Customers to Pay You!**

Send statements that show all account information. These statements have room for all charges, credits and balances. If you write your statements, a lined form will help keep the information neat. If you are using a typewriter, an unlined form is what you need. Each form has a detachable stub to make logging your customers payments fast and easy.

**A STCC-679, STCC-689, ST-678, ST-688 - Snap-A-Part**

	Cat. No.	STCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
					250	500	1000	2000	3000
unruled	679-2		2	8#	70.31	88.99	139.21	240.08	339.01
ruled	689-2		2	8#	70.31	88.99	139.21	240.08	339.01
ruled	689-3		3	11#	76.03	106.49	173.99	309.64	443.77
ruled	689-4		4	14#	81.54	123.34	208.12	378.32	522.61
ruled	689-5		5	16#	86.94	139.86	240.62	445.18	599.18
<b>ST-</b>					<b>Carbon Lot Prices</b>				
unruled	678-2		2	9#	68.58	87.59	128.20	215.03	299.81
ruled	688-2		2	9#	68.58	87.59	128.20	215.03	299.81

Envelopes available on page 68. (9915) (R)

**B STCC-687, STCC-677, ST-686 - Snap-A-Part**

	Cat. No.	STCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
					250	500	1000	2000	3000
ruled	687-2		2	8#	70.31	88.99	139.21	240.08	339.01
unruled	677-2		2	8#	70.31	88.99	139.21	240.08	339.01
<b>ST-</b>					<b>Carbon Lot Prices</b>				
ruled	686-2		2	9#	68.58	87.59	128.20	215.03	299.81

Envelopes available on page 68. (9915) (R)



**A STCC-679 (unruled), STCC-689 (ruled) ST-678 (unruled) - ST-688 (ruled) Snap-A-Part**  
Statement, 5 7/8" x 7"  
Imprint area 1" x 4"  
Numbered on request



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%

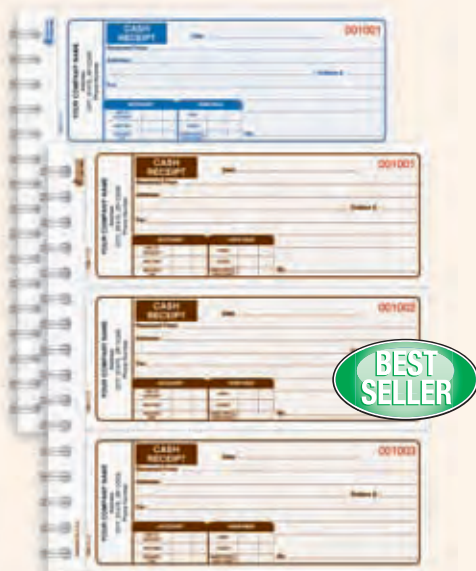


**Multi-part color sequence...**  
Colors correspond to sequence and number of parts selected in your order.

**Color code your collections with Collection Forms (page 75) and Business Reply Envelopes (page 70)!**



**B STCC-687 (ruled), STCC-677 (unruled) ST-686 (ruled) - Snap-A-Part**  
Statement, 5 7/8" x 7"  
Imprint area 1" x 4"  
Numbered on request



### A CRB-111, 117, 118 - Wire Bound Book

Cash Receipt Book, 2 $\frac{3}{4}$ " x 6 $\frac{3}{4}$ "  
 Imprint area  $\frac{1}{2}$ " x 2 $\frac{1}{4}$ "  
 8 $\frac{1}{4}$ " x 7 $\frac{1}{2}$ " overall  
 2 pt-225 receipts per book  
 3 pt-150 receipts per book

## Have a Permanent Record of Customer Payments!

If you handle cash payments, it is important to have a record. These wire bound receipt books create a permanent record in chronological order so you can locate the information you need quickly and easily. Two and three-part books available. The last copy is not perforated in order to maintain a permanent record.

• Includes insert sheet to prevent write thru.

### A CRB-111, 117, 118 - Wire Bound Book

Cat. No.	CRB-	Pts.	Color	Wt. per 5 Bks	Carbonless Lot Prices				
					5 Bks	10 Bks	15 Bks	25 Bks	50 Bks
111-2	2	Brown	5#	140.29	218.38	299.81	457.38	867.56	
111-3	3	Brown	5#	140.29	218.38	299.81	457.38	867.56	
117-2	2	Blue	5#	140.29	218.38	299.81	457.38	867.56	
117-3	3	Blue	5#	140.29	218.38	299.81	457.38	867.56	
118-2	2	Green	5#	140.29	218.38	299.81	457.38	867.56	
118-3	3	Green	5#	140.29	218.38	299.81	457.38	867.56	

(R)

### B CRB-114, 119, 120 - Wire Bound Book

Cat. No.	CRB-	Pts.	Color	Wt. per 5 Bks	Carbonless Lot Prices				
					5 Bks	10 Bks	15 Bks	25 Bks	50 Bks
114-2	2	Brown	6#	185.33	299.59	416.02	608.36	1,162.84	
114-3	3	Brown	6#	185.33	299.59	416.02	608.36	1,162.84	
119-2	2	Blue	6#	185.33	299.59	416.02	608.36	1,162.84	
119-3	3	Blue	6#	185.33	299.59	416.02	608.36	1,162.84	
120-2	2	Green	6#	185.33	299.59	416.02	608.36	1,162.84	
120-3	3	Green	6#	185.33	299.59	416.02	608.36	1,162.84	

(R)

### C CRB-110 - Wire Bound Book

Cat. No.	CRB-	Pts.	Wt. per 5 Bks	Carbonless Lot Prices				
				5 Bks	10 Bks	15 Bks	25 Bks	50 Bks
110-2	2	3#	110.81	170.53	232.63	368.28	689.47	
110-3	3	3#	110.81	170.53	232.63	368.28	689.47	

(R)

### ! Starting Number

Choose a six-digit starting number for your imprinted form at no extra charge! Otherwise, we will start with 001001. Four, five and seven-digit numbering available at an additional charge. See page 131 for pricing.

Blank forms will be sequentially numbered unless specified otherwise.



Add your company's name, address and phone number in one of four colors!  
 For blank forms, subtract 30%



### B CRB-114, 119, 120 - Wire Bound Book

Cash Receipt Book, 2 $\frac{3}{4}$ " x 6 $\frac{3}{4}$ "  
 Imprint area  $\frac{1}{2}$ " x 2 $\frac{1}{4}$ "  
 11" x 7 $\frac{1}{2}$ " overall  
 2 pt-300 receipts per book  
 3 pt-200 receipts per book



### C CRB-110 - Wire Bound Book

Cash Receipt Book, 4 $\frac{1}{4}$ " x 7 $\frac{3}{4}$ "  
 Imprint area 1" x 3 $\frac{1}{2}$ "  
 2 pt-75 receipts per book  
 3 pt-50 receipts per book

**Create Your Own Design!**

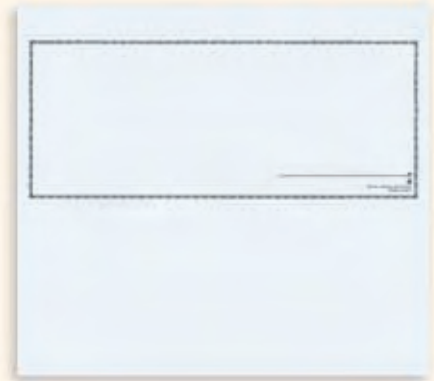
**Step 1:** Provide us with your check design.

**Step 2:** Specify color, parts and quantity.

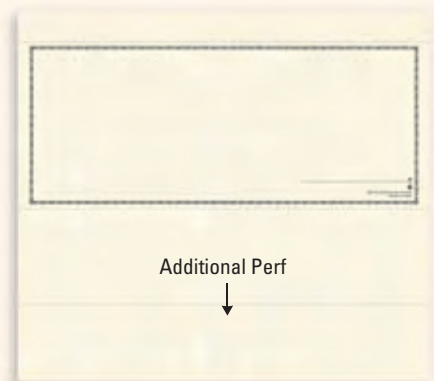


**A DFCC - Snap-A-Part**  
Custom Check, 8½" x 7"

*Full Body  
Crash Printed!*



**B SFCC - Snap-A-Part**  
Custom Check, 8½" x 7"



**C SFCC - Snap-A-Part**  
Voucher Check, 8½" x 7"

**! Safety Paper Colors**



Blue Buff Green Red

**Note:** Red will no longer be available when current stock is depleted.

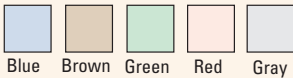
**A DFCC - Snap-A-Part**

Color	Cat. No. DFCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
Blue	840-2	2	15#	124.42	193.97	328.54	599.72	877.07
Blue	840-3	3	21#	133.27	214.06	370.98	686.45	1,007.86
Brown	841-2	2	15#	124.42	193.97	328.54	599.72	877.07
Brown	841-3	3	21#	133.27	214.06	370.98	686.45	1,007.86
Green	842-2	2	15#	124.42	193.97	328.54	599.72	877.07
Green	842-3	3	21#	133.27	214.06	370.98	686.45	1,007.86
Gray	843-2	2	15#	124.42	193.97	328.54	599.72	877.07
Gray	843-3	3	21#	133.27	214.06	370.98	686.45	1,007.86
Red	844-2	2	15#	124.42	193.97	328.54	599.72	877.07
Red	844-3	3	21#	133.27	214.06	370.98	686.45	1,007.86

Envelopes available on page 68. (9908)

(R)

**! Screened Background Colors**



Blue Brown Green Red Gray

**Select-A-Style Security Checks**

**Step 1:** Choose from Select-A-Style Checks on pages 44 and 45 or design your own.

**Step 2:** Specify color, parts and quantity.

**Security Features**

- Padlock Warning Box lists details of features.
- Defensa® paper with a true watermark allows anyone to verify the check's authenticity.
- Intricate background provides erasure protection.
- Microprint border and signature line are readable under simple magnification and become a solid line when photocopied or scanned.

**Blank checks will not be sequentially numbered unless otherwise specified.**

**Be sure to send a voided check or bank specification sheet to insure correct MICR encoding.**

**B SFCC - Snap-A-Part**

Color	Cat. No. SFCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
Blue	740-2	2	15#	124.42	193.97	328.54	599.72	877.07
Blue	740-3	3	21#	133.27	214.06	370.98	686.45	1,007.86
Buff	741-2	2	15#	124.42	193.97	328.54	599.72	877.07
Buff	741-3	3	21#	133.27	214.06	370.98	686.45	1,007.86
Green	742-2	2	15#	124.42	193.97	328.54	599.72	877.07
Green	742-3	3	21#	133.27	214.06	370.98	686.45	1,007.86
Red	744-2	2	15#	124.42	193.97	328.54	599.72	877.07
Red	744-3	3	21#	133.27	214.06	370.98	686.45	1,007.86

Envelopes available on page 68. (9908)

(R)

**C SFCC - Snap-A-Part**

Color	Cat. No. SFCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
Blue	745-3	3	21#	133.27	214.06	370.98	686.45	1,007.86
Buff	746-2	2	15#	124.42	193.97	328.54	599.72	877.07
Buff	746-3	3	21#	133.27	214.06	370.98	686.45	1,007.86
Green	747-2	2	15#	124.42	193.97	328.54	599.72	877.07
Green	747-3	3	21#	133.27	214.06	370.98	686.45	1,007.86

Envelopes available on page 68. (9908)

(R)



**A Check Style 1 - Traditional**  
8½" x 7"



**B Check Style 2 - Personal**  
8½" x 7"



**C Check Style 3 - Conventional**  
8½" x 7"

## Creative Designs at a Great Price!

It's easier than ever to design your checks with our new pre-designed checks and vouchers.

**Step 1:** Choose from three convenient check formats: Traditional, Personal and Conventional.

### A Style 1 - Traditional Style Check

Description	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
Check/Voucher	2	15#	96.23	154.12	264.82	488.27	717.55
Check/Voucher	3	21#	110.59	182.74	322.06	602.42	889.27

Envelopes available on page 68. (9908) (R)

### B Style 2 - Personal Style Check

Description	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
Check/Voucher	2	15#	96.23	154.12	264.82	488.27	717.55
Check/Voucher	3	21#	110.59	182.74	322.06	602.42	889.27

Envelopes available on page 68. (9908) (R)

### C Style 3 - Conventional Style Check

Description	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
Check/Voucher	2	15#	96.23	154.12	264.82	488.27	717.55
Check/Voucher	3	21#	110.59	182.74	322.06	602.42	889.27

Envelopes available on page 68. (9908) (R)

Parts 2 and 3 are pre-punched on left, making storage of copies convenient.

**DEFENSA**  
SECURITY



Multi-part color sequence. . .  
Colors correspond to sequence and number of parts selected in your order.



← Your Color Choice  
← White  
← White

**Step 2:** Choose from one of four voucher styles:

- **General or General 2-** Great for applications that require maximum space.
- **Dual Purpose-** Designed for recording payroll or general disbursements.
- **Blank-** Useful when the purpose of the voucher varies.

**Step 3:** Choose paper and ink colors.

**Step 4:** Choose up to three carbonless parts. All copies are consecutively numbered and "Not Negotiable" is always printed on copies for optimum safety.

**! Safety Paper Colors**



Blue Buff Green Red

**Note:** Red will no longer be available when current stock is depleted.

**! When Ordering Checks**

Be sure to send a voided check or bank specification sheet to ensure correct MICR encoding.

**! Check Numbering**

**Starting Number:** Choose a six-digit starting number for your imprinted check at no additional charge. Otherwise, we will start at 001001. Four, five and seven-digit numbering is available at an additional charge. See page 131 for pricing.

Blank checks will not be sequentially numbered unless otherwise specified.



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%

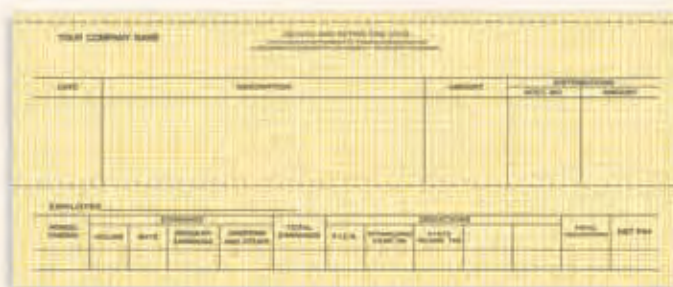
*For Deposit Tickets, see page 48.*



**A Voucher Style 1 - General Purpose**



**B Voucher Style 2 - General 2**



**C Voucher Style 3 - Dual Purpose**



**D Voucher Style 4 - Blank**

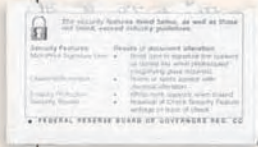
Photocopy and write your present check MICR number in the boxes below or use your bank specification sheet.

43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

Please note: Any numbers to the left of the numbers within the ■ symbols are not needed to process your order.

C= ■ D= ■■

## SECURITY



Items A & B include a Padlock Warning Box, which lists details of security features.

Microprint border and signature line are readable under simple magnification. On copies, microprinting is virtually unreadable. Signature line becomes a broken line when altered. (Available on Security Checks only).



**A SCCC - Snap-A-Part**  
Accounts Payable Security Check, 8½" x 7"  
Imprint area ¾" x 4"

**B DCCC - Snap-A-Part**  
Dual Purpose Security Check, 8½" x 7"  
Imprint area ¾" x 4"

### A SCCC - Snap-A-Part

Color	Cat. No. SCCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
Screened Background Colors								
Blue	380-2	2	15#	101.20	161.78	277.34	512.68	753.41
Blue	380-3	3	21#	116.10	191.92	338.04	632.88	933.55
Red	381-2	2	15#	101.20	161.78	277.34	512.68	753.41
Red	381-3	3	21#	116.10	191.92	338.04	632.88	933.55
Green	382-2	2	15#	101.20	161.78	277.34	512.68	753.41
Green	382-3	3	21#	116.10	191.92	338.04	632.88	933.55
Brown	383-2	2	15#	101.20	161.78	277.34	512.68	753.41
Brown	383-3	3	21#	116.10	191.92	338.04	632.88	933.55
Gray	384-2	2	15#	101.20	161.78	277.34	512.68	753.41
Gray	384-3	3	21#	116.10	191.92	338.04	632.88	933.55
Marble Background Colors								
Blue	480-2	2	15#	101.20	161.78	277.34	512.68	753.41
Blue	480-3	3	21#	116.10	191.92	338.04	632.88	933.55
Red	481-2	2	15#	101.20	161.78	277.34	512.68	753.41
Red	481-3	3	21#	116.10	191.92	338.04	632.88	933.55
Green	482-2	2	15#	101.20	161.78	277.34	512.68	753.41
Green	482-3	3	21#	116.10	191.92	338.04	632.88	933.55
Brown	483-3	3	21#	116.10	191.92	338.04	632.88	933.55
Gray	484-2	2	15#	101.20	161.78	277.34	512.68	753.41
Gray	484-3	3	21#	116.10	191.92	338.04	632.88	933.55

Envelopes available on page 68. (9908)

Parts 2 and 3 are punched on left.

(R)

### B DCCC - Snap-A-Part

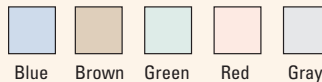
Color	Cat. No. DCCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
Screened Background Colors								
Blue	390-2	2	15#	101.20	161.78	277.34	512.68	753.41
Blue	390-3	3	21#	116.10	191.92	338.04	632.88	933.55
Red	391-2	2	15#	101.20	161.78	277.34	512.68	753.41
Green	392-2	2	15#	101.20	161.78	277.34	512.68	753.41
Green	392-3	3	21#	116.10	191.92	338.04	632.88	933.55
Brown	393-3	3	21#	116.10	191.92	338.04	632.88	933.55
Gray	394-2	2	15#	101.20	161.78	277.34	512.68	753.41
Gray	394-3	3	21#	116.10	191.92	338.04	632.88	933.55
Marble Background Colors								
Blue	470-2	2	15#	101.20	161.78	277.34	512.68	753.41
Blue	470-3	3	21#	116.10	191.92	338.04	632.88	933.55
Green	472-2	2	15#	101.20	161.78	277.34	512.68	753.41
Green	472-3	3	21#	116.10	191.92	338.04	632.88	933.55
Brown	473-2	2	15#	101.20	161.78	277.34	512.68	753.41

Envelopes available on page 68. (9908)

Parts 2 and 3 are punched on left.

(R)

### ! Marble or Screened Background Colors



### ! Check Numbering

Starting Number: Choose a six-digit starting number for your imprinted check at no additional charge. Otherwise, we will start at 001001. Four, five and seven-digit numbering is available at an additional charge. See page 131 for pricing.



Add your company's name, address and phone number in one of four colors! For blank forms, subtract 30%

Blank checks will not be sequentially numbered unless otherwise specified.

### Ordering Your Checks Is Easy!

Select the check style, pantograph style and color of your choice. Marble or screened backgrounds are available in five colors. Safety paper is available in blue and gold only. Before placing your order, see page 48 for deposit tickets in four designs.

#### C SCCC, SC - Snap-A-Part

Color	Cat. No. SCCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
Blue	627-2	2	15#	96.23	154.12	264.82	488.27	717.55
Blue	627-3	3	21#	110.59	182.74	322.06	602.42	889.27
Red	619-2	2	15#	96.23	154.12	264.82	488.27	717.55
Red	619-3	3	21#	110.59	182.74	322.06	602.42	889.27
Green	617-2	2	15#	96.23	154.12	264.82	488.27	717.55
Green	617-3	3	21#	110.59	182.74	322.06	602.42	889.27
Brown	616-2	2	15#	96.23	154.12	264.82	488.27	717.55
Brown	616-3	3	21#	110.59	182.74	322.06	602.42	889.27
Gray	618-2	2	15#	96.23	154.12	264.82	488.27	717.55
Gray	618-3	3	21#	110.59	182.74	322.06	602.42	889.27
SC-				Carbon Lot Prices				
Blue	607-3	3	23#	104.44	170.21	301.21	561.38	825.98
Red	609-3	3	23#	104.44	170.21	301.21	561.38	825.98
Brown	611-3	3	23#	104.44	170.21	301.21	561.38	825.98
Green	614-3	3	23#	104.44	170.21	301.21	561.38	825.98
Gray	608-3	3	23#	104.44	170.21	301.21	561.38	825.98

Envelopes available on page 68. (9908) (R)  
Parts 2 and 3 are punched on left.

#### D DCB, DCG - Snap-A-Part

Color	Cat. No. DCB-	Pts.	Wt. per 1000	Carbon Lot Prices				
				250	500	1000	2000	3000
Blue	612-3	3	23#	105.84	173.66	306.18	576.40	848.77
DCG-				Carbon Lot Prices				
Gold	613-3	3	23#	105.84	173.66	306.18	576.40	848.77

Envelopes available on page 68. (9908) (R)  
Parts 2 and 3 are punched on left.

#### E DCCC, DC - Snap-A-Part

Color	Cat. No. DCCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
Blue	615-2	2	15#	96.23	154.12	264.82	488.27	717.55
Blue	615-3	3	21#	110.59	182.74	322.06	602.42	889.27
Red	622-2	2	15#	96.23	154.12	264.82	488.27	717.55
Red	622-3	3	21#	110.59	182.74	322.06	602.42	889.27
Green	626-2	2	15#	96.23	154.12	264.82	488.27	717.55
Green	626-3	3	21#	110.59	182.74	322.06	602.42	889.27
Brown	623-2	2	15#	96.23	154.12	264.82	488.27	717.55
Brown	623-3	3	21#	110.59	182.74	322.06	602.42	889.27
Gray	628-3	3	21#	110.59	182.74	322.06	602.42	889.27
DC-				Carbon Lot Prices				
Blue	610-3	3	23#	104.44	170.21	301.21	561.38	825.98

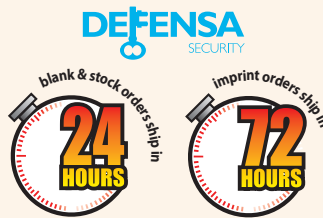
Envelopes available on page 68. (9908) (R)  
Parts 2 and 3 are punched on left.



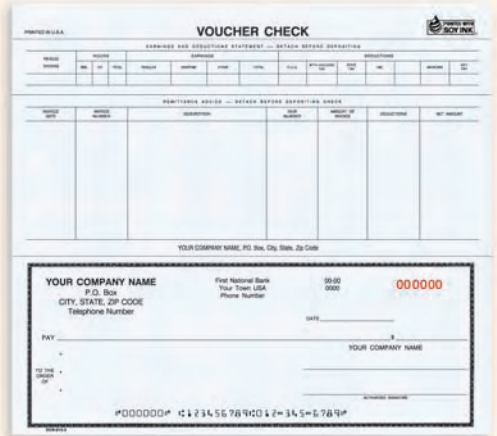
**Multi-part color sequence...**  
Colors correspond to sequence and number of parts selected in your order.

#### ! When Ordering Checks

Be sure to send a voided check or bank specification sheet to ensure correct MICR encoding.



**C SCCC, SC - Snap-A-Part**  
Accounts Payable Check, 8 1/2" x 7"  
Imprint area 3/4" x 4"



**D DCB, DCG - Snap-A-Part**  
Dual Purpose Voucher Check, 8 1/2" x 7"  
Imprint area 3/4" x 4"



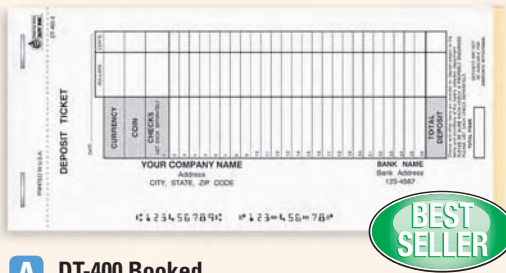
**E DCCC, DC - Snap-A-Part**  
Dual Purpose Check, 8 1/2" x 7"  
Imprint area 3/4" x 4"

Photocopy and write your present check MICR number in the boxes below or use your bank specification sheet.

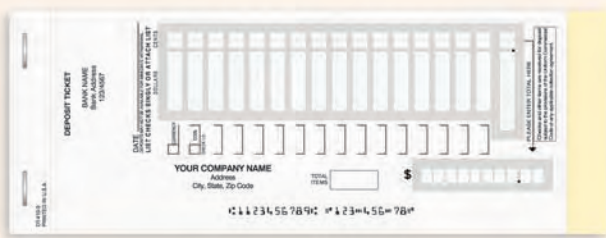
43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

Please note: Any numbers to the left of the numbers within the ■ symbols are not needed to process your order.

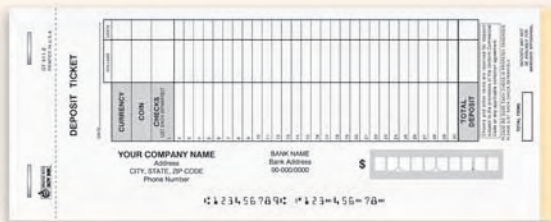
C= ■ D= ■



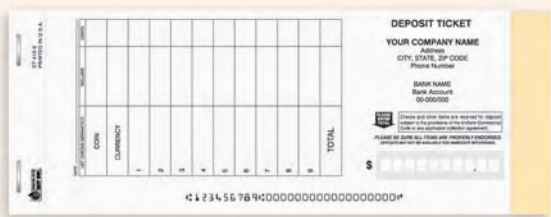
**A DT-400 Booked**  
Deposit Ticket, 3½" x 7"  
Imprint area ¾" x 5"  
50 sets per book



**B DT-410 Booked**  
Deposit Ticket, 3½" x 8½"  
Imprint area ¾" x 2"  
50 sets per book



**C DT-411 Booked**  
Deposit Ticket, 3½" x 8"  
Imprint area ¾" x 4"  
50 sets per book



**D DT-412 Booked**  
Deposit Ticket, 3½" x 8"  
Imprint area 1¼" x 2½"  
50 sets per book

## Prepare Your Deposits Fast and Easy!

With four formats to choose from, you can have the deposit ticket that works best for your business. If you require a deposit ticket formatted for ICR (Image Character Recognition), select the DT-410, DT-411 or DT-412.

### A DT-400 - Deposit Ticket

Cat. No.	DT-	Pts.	Wt. per 2 Bks	Carbonless Lot Prices		
				2 Bks	4 Bks	6 Bks
400-2	2	2#	53.89	69.98	92.88	
400-3	3	3#	62.96	81.76	109.08	

Available in black ink only. (R)  
Not available numbered.

### B DT-410 - Deposit Ticket

Cat. No.	DT-	Pts.	Wt. per 2 Bks	Carbonless Lot Prices		
				2 Bks	4 Bks	6 Bks
410-2	2	2#	53.89	69.98	92.88	
410-3	3	3#	62.96	81.76	109.08	

Available in black ink only. (R)  
Not available numbered.

### C DT-411 - Deposit Ticket

Cat. No.	DT-	Pts.	Wt. per 2 Bks	Carbonless Lot Prices		
				2 Bks	4 Bks	6 Bks
411-2	2	2#	53.89	69.98	92.88	
411-3	3	3#	62.96	81.76	109.08	

Available in black ink only. (R)  
Not available numbered.

### D DT-412 - Deposit Ticket

Cat. No.	DT-	Pts.	Wt. per 2 Bks	Carbonless Lot Prices		
				2 Bks	4 Bks	6 Bks
412-2	2	2#	53.89	69.98	92.88	
412-3	3	3#	62.96	81.76	109.08	

Available in black ink only. (R)  
Not available numbered.

## Make endorsing your check fast and easy with a Self-Inking Stamp.

See page 54.

### ! When Ordering Deposit Tickets

Be sure to send a deposit ticket or bank specification sheet to ensure correct MICR encoding.



**We Have Your Currency Security Solution!**

The Alert Security Bag meets the most demanding specifications and banking requirements.

- Dual Serial Numbers for tracking - tear-off receipt and body of the bag.
- Maximum security tamper evident VOID tape.
- Easy to use instructions.
- Write on information block.
- Security Bag Seal - wide in-set seals are used for the highest level of 4-5tamper evidence.
- Heavy Gauge, Multi Layer Polyethylene Bag Construction.
- **10,000 minimum quantity for imprint. Call for pricing.**



**A Alert™ Security Bags**

Size	Color	Cat. No.	Wt. per 500	Lot Prices				
				100	200	300	400	500
9" x 12"	Clear	320021	14#	50.11	95.58	137.48	178.42	216.97
9" x 12"	White	320025	14#	51.41	100.44	144.61	185.65	225.40
10" x 14"	Clear	320022	15#	56.27	110.16	161.46	210.38	256.93
10" x 14"	White	320026	15#	58.75	114.91	168.70	217.62	266.00

Larger sizes available on request. (R)

Use one of these sturdy 3-ring binders to keep your checks organized and safe.

**B RB-9984 - 3-Ring Check Binder**

Color	Cat No. RB-	Wt.	Per Binder
Black	9984	1#	32.72

Checks not included. (R)

**A Alert™ Security Bags**

For Binder Checks, see page 51.



**B RB-9984**  
3-Ring Check Binder, 14 1/4" x 11 1/2"  
Checks not included

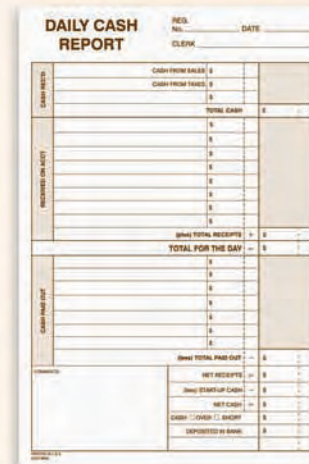
**Log and Balance Your Days Activity!**

Preprinted areas make recording all your transactions fast and efficient. Envelope seals to protect your receipts and sales tickets from being lost.

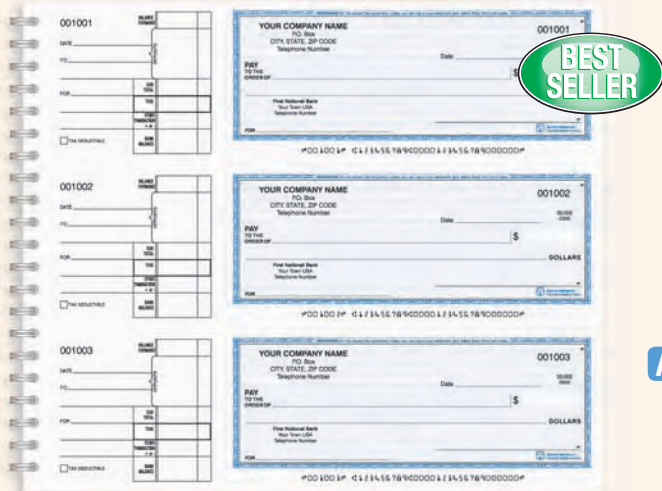
**C DCR-9930 - Daily Cash Report**

Cat. No. DCR-	Wt. per 1000	Lot Prices				
		100	250	500	1000	2000
9930	24#	74.09	105.73	139.00	194.40	331.02

Not available imprinted. (R)



**C DCR-9930**  
Daily Cash Report Envelope  
6" x 9"



## A DFC-144, 145, 121, 122, 123

### Wire Bound

General Expense Checks,  
 $3\frac{3}{8}'' \times 8\frac{1}{2}''$ ,  $13'' \times 11''$  Overall  
 2-Part – 150 Checks/50 Sheets Sets  
 1-Part – 300 Checks/100 Sheets

## Convenience for Office or Away!

Wire bound checks offer you convenience, security in use, storage and easy reference. You can request up to two microprint signature lines. Each book of checks includes 45 deposit tickets. Choose from:

- The General Expense format ( $3\frac{3}{8}'' \times 8\frac{1}{2}''$ ), which contains a large stub area for ease in recording your payment details.
- The more compact Payroll/General Expense format ( $3\frac{3}{8}'' \times 7\frac{1}{4}''$ ), which includes two stubs for easy record keeping.

## A DFC-144, 145, 121, 122, 123 - Wire Bound

Color	Cat. No.	Pts.	Wt. per 2 Bks	Carbonless Lot Prices		
				1(300)	2(600)	3(900)
Green	144-1	1	5#	55.73	92.99	136.73
Blue	145-1	1	5#	55.73	92.99	136.73
Yellow	121-1	1	5#	55.73	92.99	136.73
Brown	122-1	1	5#	55.73	92.99	136.73
Red	123-1	1	5#	55.73	92.99	136.73
	<b>DFC-</b>			<b>2(300)</b>	<b>4(600)</b>	<b>6(900)</b>
Green	144-2	2	9#	114.59	203.36	287.28
Blue	145-2	2	9#	114.59	203.36	287.28
Yellow	121-2	2	9#	114.59	203.36	287.28
Brown	122-2	2	9#	114.59	203.36	287.28
Red	123-2	2	9#	114.59	203.36	287.28

Envelopes available on page 68. (9910)

(R)

Available in black ink only.

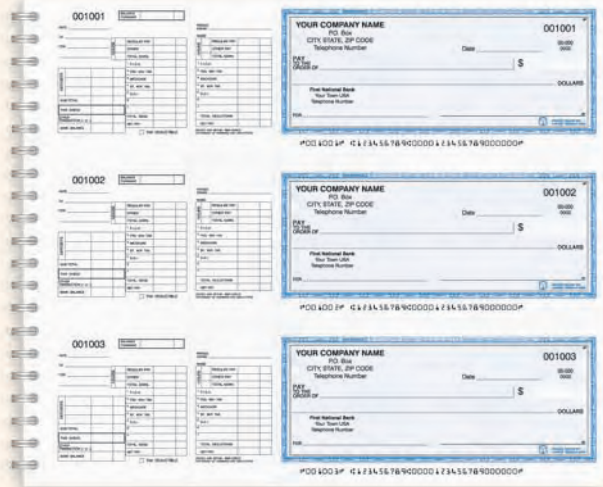
## B DFC-147, 148, 125, 126, 127 - Wire Bound

Color	Cat. No.	Pts.	Wt. per 2 Bks	Carbonless Lot Prices		
				1(300)	2(600)	3(900)
Green	147-1	1	5#	55.73	92.99	136.73
Blue	148-1	1	5#	55.73	92.99	136.73
Yellow	125-1	1	5#	55.73	92.99	136.73
Brown	126-1	1	5#	55.73	92.99	136.73
Red	127-1	1	5#	55.73	92.99	136.73
	<b>DFC-</b>			<b>2(300)</b>	<b>4(600)</b>	<b>6(900)</b>
Green	147-2	2	9#	114.59	203.36	287.28
Blue	148-2	2	9#	114.59	203.36	287.28
Yellow	125-2	2	9#	114.59	203.36	287.28
Red	127-2	2	9#	114.59	203.36	287.28

Envelopes available on page 68. (9910)

(R)

Available in black ink only.



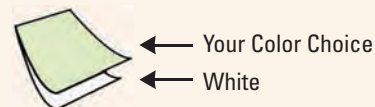
## B DFC-147, 148, 125, 126, 127

### Wire Bound

Payroll Checks,  $3\frac{3}{8}'' \times 7\frac{1}{4}''$ ,  $13'' \times 11''$  Overall  
 2-Part – 150 Checks/50 Sheets Sets  
 1-Part – 300 Checks/100 Sheets

### Multi-part color sequence. . .

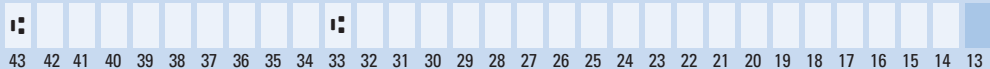
Colors correspond to sequence and number of parts selected in your order.



## ! When Ordering Checks

Be sure to send a voided check or bank specification sheet to ensure correct MICR encoding.

Photocopy and write your present check MICR number in the boxes below or use your bank specification sheet.



Please note: Any numbers to the left of the numbers within the ■ symbols are not needed to process your order.

C= ■ D= ■■

**A Popular Choice for All Small Businesses!**

Three on-a-page, 3 ring binder checks are convenient and easy to use. You can choose a general expense check or the double stub payroll format. Each check contains security features that deter alterations.

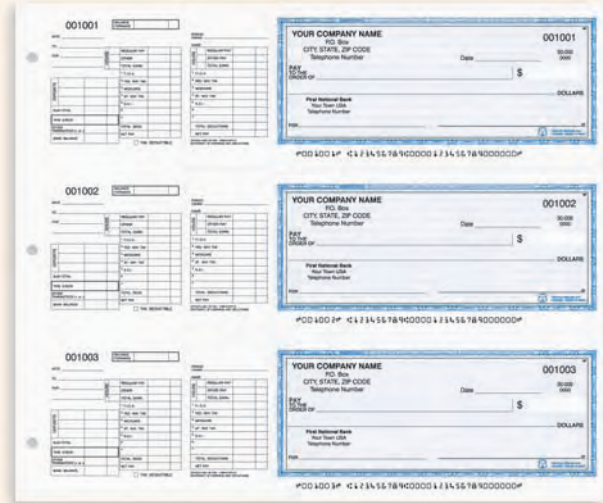
Every check order includes 45 free deposit slips.

A second microprint signature line is available upon request.

**C DFC-138, 139, 134, 135, 182, 183, 184**  
**3-Ring Binder Checks**

Color	Cat. No.	Pts.	Wt. Per 300	Lot Prices		
				300	600	900
Green	138-1	1	5#	48.38	82.19	120.53
Blue	139-1	1	5#	48.38	82.19	120.53
Yellow	182-1	1	5#	48.38	82.19	120.53
Brown	183-1	1	5#	48.38	82.19	120.53
Red	184-1	1	5#	48.38	82.19	120.53
<b>DFC-</b>				<b>Carbonless Lot Prices</b>		
Green	134-2	2	9#	99.90	180.68	254.99
Blue	135-2	2	9#	99.90	180.68	254.99
Yellow	182-2	2	9#	99.90	180.68	254.99

Envelope available on page 68. (ENV-9910) (R)  
Available in black ink only.

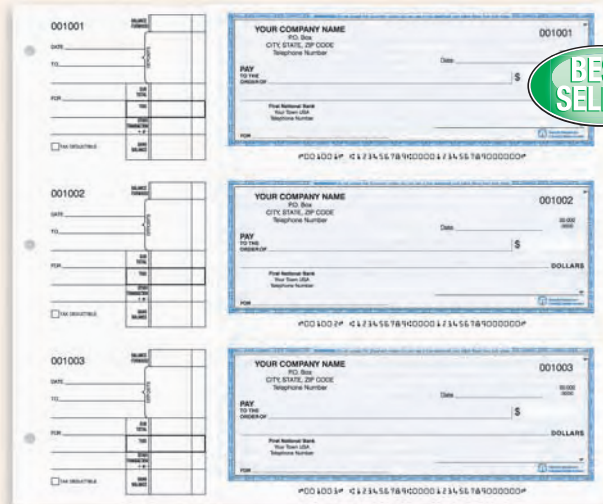


**C DFC-138, 139, 134, 135, 182, 183, 184**  
**3-Ring Binder Checks**  
Payroll Checks, 3 3/8" x 7 1/8", 13" x 11" Overall

**D DFC-142, 143, 136, 137, 174, 175, 176**  
**3-Ring Binder Checks**

Color	Cat. No.	Pts.	Wt. Per 300	Lot Prices		
				300	600	900
Green	142-1	1	5#	48.38	82.19	120.53
Blue	143-1	1	5#	48.38	82.19	120.53
Yellow	174-1	1	5#	48.38	82.19	120.53
Brown	175-1	1	5#	48.38	82.19	120.53
Red	176-1	1	5#	48.38	82.19	120.53
<b>DFC-</b>				<b>Carbonless Lot Prices</b>		
Green	136-2	2	9#	99.90	180.68	254.99
Blue	137-2	2	9#	99.90	180.68	254.99
Yellow	174-2	2	9#	99.90	180.68	254.99
Brown	175-2	2	9#	99.90	180.68	254.99
Red	176-2	2	9#	99.90	180.68	254.99

Envelope available on page 68. (ENV-9910) (R)  
Available in black ink only.



**D DFC-142, 143, 136, 137, 174, 175, 176**  
**3-Ring Binder Checks**  
General Expense Checks, 3 3/8" x 8 1/2", 13" x 11" Overall

**! Screened Background Colors**



Use a handy 3-ring binder to keep your checks organized.  
See page 49.





0101



0102



0103



1171



1181



1191 - Custom  
Imprint Size 3 1/2" x 3"

### Shipping Labels Can Advertise Your Business!

Shipping labels don't have to be boring or unattractive. Choose the look you like in the format that suits your needs best or design your own. You can use your laser printer or typewriter to print one label or a sheet. Each package contains 100 sheets and each sheet has 6 labels.

### Pressure Sensitive Shipping Labels

Cat No.	Labels per sheet	Wt. per 100 sheets	Color	Lot Prices			
				100 sheets	200 sheets	300 sheets	400 sheets
0101	6	3#	Blue	90.40	128.30	160.38	195.37
0102	6	3#	Brown	90.40	128.30	160.38	195.37
0103	6	3#	Red/Blue	90.40	128.30	160.38	195.37
1171	6	3#	Flag	90.40	128.30	160.38	195.37
1181	6	3#	Flag	90.40	128.30	160.38	195.37
1191	6	3#	Custom	90.40	128.30	160.38	195.37

Two color ink charge \$60.16(R) additional. (R)  
\*See page 63 for ink color selections for item #1191.



Format A



Format B



Format C



Format D

### ! Maximum Imprint Area

Label Size	Imprint Area
4" x 3 1/2"	3/8" x 3"

**We have the Shipping Forms you need!**  
*See pages 76-79.*

### Many Styles for a Variety of Uses!

What special project or everyday business do you need a label for? We have that label! Choose from eight formats that will allow you to handle your business efficiently and stress free.

Designed for trouble free use in most laser printers and copiers.

#### Pressure Sensitive Shipping Labels

Cat No.	Wt. per 100 sheets	Labels per page	100 sheets	Blank Lot Prices		
				200 sheets	300 sheets	400 sheets
353391	3#	1	34.45	68.15	90.72	118.58
353392	3#	4	34.45	68.15	90.72	118.58
353393	3#	6	34.45	68.15	90.72	118.58
353394	3#	10	34.45	68.15	90.72	118.58
353397	3#	30	34.45	68.15	90.72	118.58

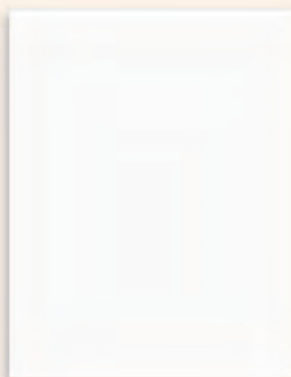
50# Laser Label stock (premium white) with no ooze permanent adhesive. (R)

100 label sheets per box.

**Need Imprinted  
Envelopes for that  
special mailing?**

*See pages 68-71.*

**Available blank only!  
Sheet size 8½" x 11"**



**353391**  
8½" x 11" With Back Score  
Compatible with Avery #5165



**353392**  
Label Size 4" x 5"



**353393**  
Label Size 4" x 3½"  
Compatible with Avery #5164



**353394**  
Label Size 4" x 2"  
Compatible with Avery #5163



**353397**  
Label Size 2¾" x 1"  
Compatible with Avery #5160



**A Ideal 50**

Cat No.	Ink	Size	Item	Price
320009	Black	5/8" x 1 1/8"	Ideal 50	30.78
320013	Red	5/8" x 1 1/8"	Ideal 50	30.78

Maximum 3 lines of copy. (R)

**NOT FOR PUBLICATION**

Impression Area: 5/8" x 1 1/8" (16mm x 41mm)



**B Ideal 100**

Cat No.	Ink	Size	Item	Price
320010	Black	3/4" x 2 3/8"	Ideal 100	32.72
320014	Red	3/4" x 2 3/8"	Ideal 100	32.72

Maximum 4 lines of copy. (R)

MARA BETH STEVENS  
1234 WEST END DRIVE  
CHICAGO, IL 60611  
312-555-1212

Impression Area: 3/4" x 2 3/8" (20mm x 61mm)



**C Ideal 200**

Cat No.	Ink	Size	Item	Price
320011	Black	1" x 2 1/2"	Ideal 200	34.45
320015	Red	1" x 2 1/2"	Ideal 200	34.45

Maximum 7 lines of copy. (R)

PAY TO THE ORDER OF  
1ST LOCAL BANK AND TRUST  
E. GRAND STREET BRANCH  
FOR DEPOSIT ONLY  
CLASSIC EDITION, INC.  
ACCT. #123-45-678

Impression Area: 1" x 2 1/2" (25mm x 65mm)



IDEAL 200 Back



**D Ideal 300**

Cat No.	Ink	Size	Item	Price
320012	Black	1 1/2" x 3"	Ideal 300	36.29
320016	Red	1 1/2" x 3"	Ideal 300	36.29

Maximum 9 lines of copy. (R)

**HANDLE WITH CARE!  
DO NOT X-RAY  
COMPUTER DISCS**

Impression Area: 1 1/2" x 3" (39mm x 77mm)



**E Date Stamps**

Cat No.	Item	Price
320017	Date Stamp Only	31.32
320018	Date Stamp "Paid"	42.66
320019	Date Stamp "Received"	42.66
320020	Date Stamp "Faxed"	42.66

Black ink only. (R)

Received  
Jan 19, 2012  
Simply Sara's Clothing

Impression Area: 1" x 1 1/8" (24mm x 41mm)

**BIC® Clic Stic & Clic Stic Grip Pens**

Item Number	Description	Price Per Piece	
		300	500+
CS	Clic Stic	0.74	0.71
CSCG	Clic Stic Grip	1.14	1.10

(R)

**Ink Colors:** Blue, Black or Red - Medium Point, Black or Blue-Fine Point  
**CS Barrel/Trim Colors:** Clear, Purple, Teal, Red, Black, Silver, Burgundy, Navy, Cream, Blue, Forest Green, Yellow, White, Green, Orange, Pink, Metallic Dark Blue, Metallic Red, Metallic Green.

**CS Barrel Imprint Area:** 2½" x ¾"  
**CSCG Barrel Colors:** White Only  
**Trim Colors:** Black, Blue, Forest Green, Purple, Red, Navy, Pink.  
**Barrel Imprint Area:** 1¾" x ½"

**Imprint Colors:** Black, Brown, Burgundy, Charcoal, Green, Maroon, Navy, Orange, Forest Green, Pink, Process Blue, Purple, Red, Reflex Blue, Teal, White, Yellow, Cream, Metallic Gold, Metallic Silver, Metallic Blue, Metallic Copper, Metallic Green, Metallic Magenta.

Price includes a 1-color imprint on barrel. Second color add \$.15(R) per piece.  
**Clip Imprint Area:** 1⅞" x ⅝" Add \$.19(R) per piece for clip imprint.

**BIC® Widebody & Widebody Clear Pens**

Item Number	Description	Price Per Piece	
		300	500+
CSWBG & CSWBCG	Widebody	1.56	1.52
CSWBIG	Widebody Clear	1.64	1.60

(R)

**Ink Colors:** Blue, Black or Red - Medium Point  
**CSWBCG Barrel Color:** White only  
**Grip and Trim:** Black, Purple, Yellow, Red, Blue, Forest Green, Orange, Pink, Navy, Burgundy (Grip and Trim must be the same color.)

**CSWBIG Barrel Colors:** Orange Ice, Pink Ice, Purple Ice, Green Ice, Blue Ice, Clear Ice.  
**Trim:** Transparent White Only  
**Grip:** Transparent Only

**CSWBG Barrel/Trim Colors:** Silver (Barrel only), Black, White, Navy, Cream, Yellow, Teal, Blue, Red, Forest Green, Purple, Burgundy.  
**Grip:** Black Only

**Imprint Colors:** Black, Brown, Burgundy, Charcoal, Green, Maroon, Navy, Orange, Forest Green, Pink, Process Blue, Purple, Red, Reflex Blue, Teal, White, Yellow, Cream, Metallic Gold, Metallic Silver, Metallic Blue, Metallic Copper, Metallic Green, Metallic Magenta.

**Barrel Imprint Areas:**  
**Option 1:** 2½" x ⅝" Barrel imprint on opposite side of clip.  
**Option 2:** 1½" x 1" Barrel imprint aligned with clip, when there is a clip imprint.

Price includes 1-color imprint on barrel. Second color add \$.15(R) per piece.

**Clip Imprint Area:** ¾" x ⅝" Add \$.19(R) per piece for clip imprint.

**BIC® Velocity Gel**

Item Number	Description	Price Per Piece		
		150	300	500+
VGEL	Velocity Gel	2.28	2.25	2.22

(R)

**Barrel Colors:** Black or Blue Gel  
 Barrel matches the ink color.

**Ink Colors:** Medium Point - Black or Blue Gel Ink  
**Barrel Imprint Area:** 1¾" x ⅞" Add \$.15(R) per piece for a second color.

**Imprint Colors:** (White is recommended) Black, Brown, Burgundy, Charcoal, Green, Maroon, Navy, Orange, Forest Green, Pink, Process Blue, Purple, Red, Reflex Blue, Teal, White, Yellow, Cream, Metallic Gold, Metallic Silver, Metallic Blue, Metallic Copper, Metallic Green, Metallic Magenta.

Price includes 1-color imprint on barrel. Second color add \$.15(R) per piece.





## BIC® Grip Roller Pens

Item Number	Description	Price Per Piece	
		300	500+
GR	Grip Roller	1.23	1.20

(R)

**Fine Point Ink Colors:** Black or Blue

**Barrel Colors:** White, Navy, Light Gray, Forest Green, Charcoal, Burgundy, Black. All pens have black grip.

**Imprint Colors:** White, Black, Yellow, Navy, Pink, Red, Burgundy, Purple, Teal, Reflex Blue, Process Blue, Maroon, Green, Orange, Charcoal, Brown, Forest Green, Cream, Metallic Silver (except on white barrel).

**Imprint Area:** 1½" x ⅝" Cap or Barrel

Price includes 1-color imprint on cap or barrel. Second color add \$.15(R) per piece.

Choose barrel or cap imprint. If not specified, imprint will be on cap.

## BIC® Pivo Twist Action Pens

Item Number	Description	Price Per Piece	
		300	500+
TWP	Pivo Twist Action	0.92	0.89

(R)

**Ink Colors:** Blue or Black, Available in Medium or Fine Point

**Barrel Colors:** White, Black, Navy, Forest Green, Red, Teal, Purple, Yellow, Burgundy, Blue.

**Ring Colors:** Black, White, Navy, Red, Yellow, Forest Green, Blue, Burgundy, Teal, Purple.

**Imprint Colors:** Black, Brown, Burgundy, Charcoal, Green, Maroon, Navy, Orange, Forest Green, Pink, Process Blue, Purple, Red, Reflex Blue, Teal, White, Yellow, Cream, Metallic Gold, Metallic Silver, Metallic Blue, Metallic Copper, Metallic Green, Metallic Magenta.

**Imprint Area:** 2" x ¾"

Price includes 1-color imprint on cap or barrel. Second color add \$.15(R) per piece.

**Clip Imprint Area:** 1" x ⅝"

Add \$.19(R) per piece for clip imprint.

## BIC® Grip Roller Gold Pens

Item Number	Description	Price Per Piece	
		300	500+
GRG	Grip Roller Gold	1.49	1.46

(R)

**Fine Point Ink Colors:** Black or Blue

**Barrel Colors:** White, Navy, Light Gray, Forest Green, Charcoal, Burgundy, Black. All pens have black grip.

**Imprint Colors:** White, Black, Yellow, Navy, Pink, Red, Burgundy, Purple, Teal, Reflex Blue, Process Blue, Maroon, Green, Forest Green, Orange, Charcoal, Brown, Cream, Metallic Gold (except on white barrel).

**Imprint Area:** 1½" x ⅝" Cap or Barrel

Choose barrel or cap imprint. If not specified, imprint will be on cap.

Price includes 1-color imprint on cap or barrel. Second color add \$.15(R) per piece.

## BIC® Brite Liner Grip®

Item Number	Description	Price Per Piece	
		300	500+
BLG	Brite Liner Grip	1.54	1.42

(R)

**Barrel Colors with Matching Ink:** Yellow, Pink, Green, Orange, Blue

**Imprint Colors:** Black, Brown, Burgundy, Charcoal, Green, Maroon, Navy, Orange, Forest Green, Pink, Process Blue, Purple, Red, Reflex Blue, Teal, White, Yellow, Cream, Metallic Gold, Metallic Silver, Metallic Blue, Metallic Copper, Metallic Green, Metallic Magenta.

**Imprint Area:** 1½" x ⅝" Cap or Barrel

Choose barrel or cap imprint. If not specified, imprint will be on cap.

Price includes 1-color imprint on cap or barrel. Second color add \$.15(R) per piece.

## BIC® Pencils with Color Rubber Grip

Item Number	Description	Price Per Piece	
		300	500+
PMRCG	Mechanical Pencil Grip	1.27	1.24
PMRSS	Softsider Pencil	2.01	1.98

(R)

**PMRCG Lead/Eraser:** .7mm lead, White Erasers  
**Barrel Colors:** White  
**Trim/Grip Colors:** Forest Green, Blue, Black or Red  
**Clip Imprint Area:** 1" x 1/8", Add .19(R) per piece for clip imprint.  
**Barrel Imprint Area:** 1 1/2" x 1/2"  
 Add \$.15(R) per piece for second imprint color.  
 Price includes 3 - .7mm #2 graphite leads.

**PMRSS Lead/Eraser:** .5mm lead, White Erasers  
**Barrel Colors:** Black or White (White barrel has black components)  
**Clip Imprint Area:** 1" x 7/8", Add \$.19(R) per piece for clip imprint.  
**Barrel Imprint Area:** 2" x 5/16"  
 Add \$.15(R) per piece for second imprint color.  
 Price includes 2 - .5mm #2 graphite leads.

**Imprint Colors:** Black, Brown, Burgundy, Charcoal, Green, Maroon, Navy, Orange, Forest Green, Pink, Process Blue, Purple, Red, Reflex Blue, Teal, White, Yellow, Cream, Metallic Gold, Metallic Silver, Metallic Blue, Metallic Copper, Metallic Green, Metallic Magenta.

## BIC® Round Stic Pens

Item Number	Description	Price Per Piece	
		300	500+
RS	Round Stic	0.52	

(R)

**Ink Colors Fine Point:** Blue or Black  
**Ink Colors Medium Point:** Blue, Black, Red or Purple  
**Barrel/Trim Colors:** Clear, Purple, Teal, Red, Black, Silver (Barrel only), Burgundy, Navy, Blue, Cream, Forest Green, Yellow, White, Pink, Orange, Green.  
**Imprint Colors:** Black, Brown, Burgundy, Charcoal, Green, Maroon, Navy, Orange, Forest Green, Pink, Process Blue, Purple, Red, Reflex Blue, Teal, White, Yellow, Cream, Metallic Gold, Metallic Silver, Metallic Blue, Metallic Copper, Metallic Green, Metallic Magenta.  
**Barrel Imprint Area:** 2 1/2" x 3/4"  
 Price includes a 1-color imprint on barrel. Second color add \$.15(R) per piece.

## BIC® Tri-Stic & Tri-Stic Clear Pens

Item Number	Description	Price Per Piece	
		300	500+
TS	Tri-Stic	0.89	0.86
TSCL	Tri-Stic Clear	1.06	1.03

(R)

**Ink Colors:** Medium Point, Black or Blue  
**TS Barrel/Trim Colors:** Navy, Black, Forest Green, Blue, Yellow, Red, Teal, Cream, Purple, White, Green, Orange, Burgundy, Pink.  
**TSCL Clear Barrel Colors:** Pink, Blue, Orange, Green, Purple, Clear, Black, Royal Blue, Red.  
**Trim Colors:** Transparent White Ice Only  
**Imprint Colors:** Black, Brown, Burgundy, Charcoal, Green, Maroon, Navy, Orange, Forest Green, Pink, Process Blue, Purple, Red, Reflex Blue, Teal, White, Yellow, Cream, Metallic Gold, Metallic Silver, Metallic Blue, Metallic Copper, Metallic Green, Metallic Magenta.  
**Imprint Area:** 3" x 1/4" per panel  
 Copy and imprint color may be different on each side at no additional cost.  
**Clip Imprint Area:** 1 1/8" x 1/2" Add \$.19(R) per piece for clip imprint.



Allow 3 extra days for proof





**BIC**  
**WideBody**  
**CHROME** with Rubber Grip

## BIC® Widebody Chrome w/Rubber Grip

Item Number	Description	Price Per Piece
CSWBMG	Widebody Chrome Grip	300+ 1.96

(R)

**Barrel Colors:** Black, Navy, Red, Forest Green, Silver, White Clear Blue, Clear Green or Clear Purple

**Ink Colors:** Medium Point - Black, Blue or Red

**Imprint Colors:** Black, Brown, Burgundy, Charcoal, Green, Maroon, Navy, Orange, Forest Green, Pink, Process Blue, Purple, Red, Reflex Blue, Teal, White, Yellow, Cream, Metallic Gold, Metallic Silver, Metallic Blue, Metallic Copper, Metallic Green, Metallic Magenta.

**Trim Colors:** Black rubber grip with polished chrome plated accents.

**Clip Imprint Area:** 3/4" x 5/32" Add \$.19(R) per piece for clip imprint.

**Barrel Imprint Area:** Option 1: 2 1/8" x 5/8", Imprint on opposite side of clip.  
Option 2: 1 1/8" x 1", Imprint aligned with clip.

Price includes 1-color imprint on barrel.

Add \$.15(R) per piece for second imprint color.



**BIC**  
**STEEL**  
RETRACTABLE  
COLORS

## BIC® Steel Retractable

Item Number	Description	Price Per Piece		
		50	250	500+
STLRET	Steel Retractable	9.93	9.16	8.51

(R)

**Barrel Colors:** Silver, Black, Indigo, Blue, Merlot Red

**Ink Colors:** Medium Point - Black Ink

**Barrel Imprint Area:** 1 3/8" x 5/8"

Price includes 1-color imprint on barrel. Add \$.15(R) per piece for second imprint color.

**Standard Packaging:** Free Individual Black Velour Sleeve

**Imprint Colors:** Black, Brown, Burgundy, Charcoal, Green, Maroon, Navy, Orange, Forest Green, Pink, Process Blue, Purple, Red, Reflex Blue, Teal, White, Yellow, Cream, Metallic Gold, Metallic Silver, Metallic Blue, Metallic Copper, Metallic Green, Metallic Magenta.



## BIC® Pencil Solid

Item Number	Description	Price Per Piece
BPS	Wooden Pencil Solid	500+ 0.33

(R)

**Barrel Colors:** Red, Blue, Green, Yellow, Black, Orange, Navy, Silver, Purple, White, Pink

**Specifications:** Pencil has a gold ferrule, white eraser & #2 Graphite lead

**Barrel Imprint Area:** 4" x 3/4"

**Additional Ink Color:** Add \$.15(R) per piece for second imprint color.

**Imprint Colors:** White, Black, Red, Yellow, Orange, Pink, Navy, Reflex Blue, Process Blue, Purple, Burgundy, Maroon, Green, Teal, Forest Green, Brown, Charcoal, Cream, Metallic Blue, Metallic Green, Metallic Gold, Metallic Magenta, Metallic Copper, Metallic Silver.



Allow 3 extra days for proof

## BIC® Mouse Pad 1/8" Fabric Surface BIC® Mouse Pad 1/8" Firm Surface

Item Number	Description	Price Per Piece	
			100+
MP1A	1/8" Fabric Surface		3.97
MPFR1A	1/8" Firm Surface		5.33

(R)

**MP1A Base:** 1/8" open cell rubber base with white fabric surface.

**MPFR1A Base:** 1/8" open cell rubber base with transparent polymer surface over printed paper surface.

**Imprint Colors:** All PMS colors will be converted to 4-color process. Converting 4-color process will not guarantee a perfect match to spot color. Metallic colors not available.

**Size:** 7 1/2" x 8 1/2"

**Minimum Quantity:** 100 per copy. No charge for copy changes per 100.

Price includes a 4-color process imprint on a white surface.

**Specifications:** Default orientation for artwork is portrait. Minimum text is 12-pt font, minimum reverse text is 18-pt font. Minimum line thickness is .5pt. Minimum reverse line thickness of 1pt. There will be some dot gain on the final image (100% - 400%). This can fill in small type and/or 'knock out' art. No extra charge for bleeds – art must extend 3/16" outside cut line.



## BIC® Key Ring Light Solid & Clear Colors BIC® Pocket Light

Item Number	Description	Price Per Piece	
			150+
KR50	Key Light Solid		2.07
KR50CL	Key Light Clear		2.33
PCK50	Pocket Light		2.53

(R)

**KR50 Barrel Colors:** Red, Black, Blue, Yellow, White

**Barrel Imprint:** 1 3/4" x 3/4"

**KR50CL Barrel Colors:** Red, Blue, Green, Purple

**Barrel Imprint:** 1 3/4" x 3/4"

**PCK50 Barrel Colors:** White, Red, Black, Blue

**Barrel Imprint Area:** Option 1: 2" x 3/4", Opposite side of clip. Option 2: 1 1/4" x 1/4", Aligned with clip. Price includes 1 color imprint on barrel.

Individually polybagged. 2 AAA Battery disposable pocket light.

**Imprint Colors:** Black, Brown, Burgundy, Charcoal, Green, Maroon, Navy, Orange, Forest Green, Pink, Process Blue, Purple, Red, Reflex Blue, Teal, White, Yellow, Cream, Metallic Gold, Metallic Silver, Metallic Blue, Metallic Copper, Metallic Green, Metallic Magenta.

Price includes 1-color imprint on barrel. Add \$.15(R) per piece for second imprint color.



## BIC® Business Card Magnet

Item Number	Description	Price Per Piece			
		500	1000	2500	5000
MGBC30	Card Magnet	0.61	0.55	0.52	0.49

(R)

**Size:** 2" x 3 1/2"

**Stock:** 30 mil.

**Imprint Color:** 4 Color Process

**Personalization:** Available for \$2.99(R) per name, up to 25 characters.

**Optional Personalization:** Imagine the possibilities. Multiple names on a minimum quantity order. Get one name printed on a 500 quantity order or ten different names at 50 quantity for each name.

Text should remain within 1 1/4" x 3 3/4".

Full bleeds available.





**Options For The Perfect Form!**

You can create a form that works for you. You have the choice of eight perf positions or no perf. Add one or two file holes in the top or bottom or three hole punches for a binder.

Finish your form with one or all of these **FREE** options:

- One of our Stock Logos from pages 124-126
- Stock Logo as a phantom
- White, Navy Blue, Hunter Green or Burgundy paper
- Choice of Form Identifier

We will print your 1-color Full Page Custom Design for just \$60.26(R) additional art charge.

Note: Blank My Choice Creations<sup>SM</sup> colors are the same as imprinted price per lot. For blank white stock, deduct 30%.

**My Choice Creations<sup>SM</sup> 8½" x 11" Perforated Stock**

Cat. No.		Position	Wt. per 1000	Imprinted Lot Prices				
20# Stock LF-	24# Stock LF-			250	500	1000	2000	3000
5701	5711	No Perf	11#	67.61	101.74	131.33	212.11	280.91
5702	5712	Equal Thirds	11#	67.61	101.74	131.33	212.11	280.91
5703	5713	3½" from Top	11#	67.61	101.74	131.33	212.11	280.91
5704	5714	3½" from Bottom	11#	67.61	101.74	131.33	212.11	280.91
5705	5715	3½" from Bottom	11#	67.61	101.74	131.33	212.11	280.91
5706	5716	2¼" from Rt. Edge	11#	67.61	101.74	131.33	212.11	280.91
5708	5718	½" from Lt. Edge	11#	67.61	101.74	131.33	212.11	280.91
5709	5719	Equal Halves	11#	67.61	101.74	131.33	212.11	280.91

Not available numbered. (R)  
Envelopes available on page 68. (9910)

**For Hole Punched Forms, add...**

	Lot Prices				
	250	500	1000	2000	3000
1 & 2 Hole Punch	22.79	22.79	22.79	27.00	31.10
3 & 4 Hole Punch	35.96	35.96	35.96	40.28	44.71

¼" hole, ¼" from the edge of the paper. (R)

**Available in White or 3 Great Colors!**



Burgundy  
PMS-1955

Hunter Green  
PMS-336

Navy Blue  
PMS-294

For Blank White Stock, deduct 30%.



**Don't Forget Your Compatible Envelopes!**

All My Choice Creations<sup>SM</sup> forms fit our standard #10 envelope (ENV-9910, no window).

*See page 68.*

**FREE! – Add a Form Identifier**

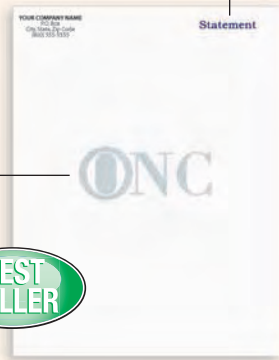
For available typestyles, see page 2.

- Statement
- Purchase Order
- Sales Order
- Packing List
- Overdue Account
- Thank You
- Debit Memo
- Agreement
- Past Due
- Proposal
- Reminder
- Invoice
- Work Order
- Quotation
- Memo
- Estimate
- Receipt
- Bulletin
- Urgent
- Credit Memo
- Change Notice
- Final Notice
- Requisition
- Job Invoice

Sample

**STATEMENT**

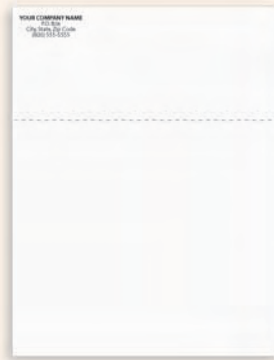
Form Identifier



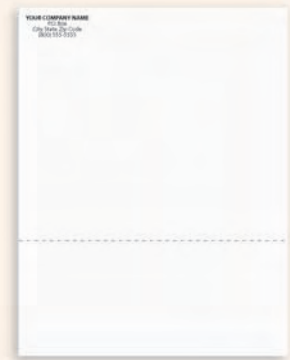
No Perforation



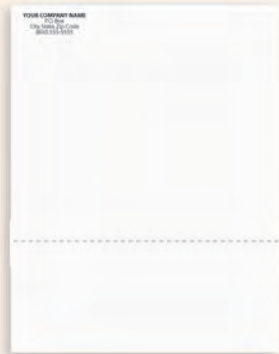
Perforation Equal Thirds, Top/Bottom



Perforation 3/2" From Top



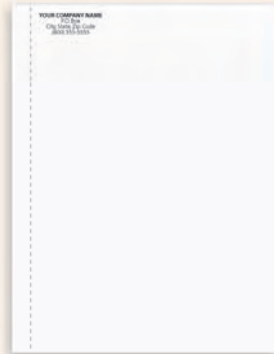
Perforation 3/2" From Bottom



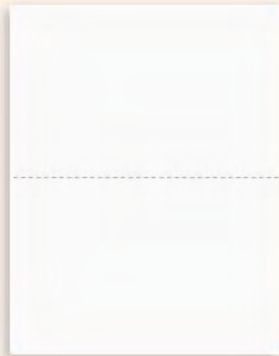
Perforation 3/2" From Bottom



Perforation 2/4" From Right Edge



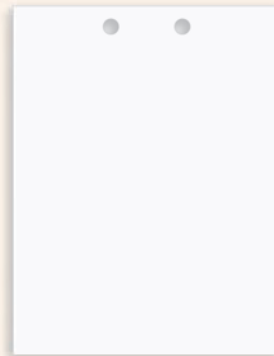
Perforation 1/2" From Left Edge



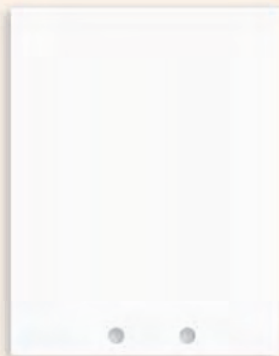
Perforation Equal Halves 5/2" From Top/Bottom



Top Punched 1/4" Hole



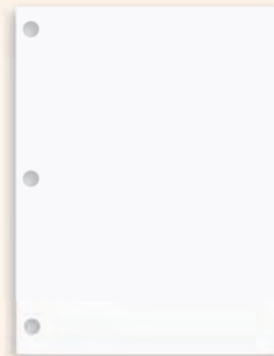
Top Punched 1/4" Holes



Bottom Punched 1/4" Holes



Top & Bottom Punched 1/4" Holes



Right or Left Punched 3-Ring Binder



Add your company's name, address and phone number in one of four colors! For blank forms, subtract 30%

Note: Perforations and punch holes are exaggerated for illustration purposes. Punched holes are 1/4" from the edge of the paper.

## Statements That Work With Your Software!

These convenient and easy to use statements have a micro-perf 3 3/8" from the top of the form. You have your choice of information backers or no backer. Available in navy blue, hunter green or burgundy. Sold blank only.



**LS-5730** - Navy  
**LS 5731** - Hunter Green  
**LS 5732** - Burgundy (shown)

**Laser Statement**  
 Blank Front and Back  
 8 1/2" x 11"

### Laser Statements

Cat. No.	LS-	Pts.	Color	Backer	Wt. per 1000	Lot Prices				
						500	1000	2000	3000	5000
5730	1		Navy	No Backer	11#	45.25	64.48	110.59	158.44	251.10
5731	1		Hunter Green	No Backer	11#	45.25	64.48	110.59	158.44	251.10
5732	1		Burgundy	No Backer	11#	45.25	64.48	110.59	158.44	251.10
5733	1		Navy	Backer	11#	45.25	64.48	110.59	158.44	251.10
5734	1		Hunter Green	Backer	11#	45.25	64.48	110.59	158.44	251.10
5735	1		Burgundy	Backer	11#	45.25	64.48	110.59	158.44	251.10
5736	1		Navy	Backer	11#	45.25	64.48	110.59	158.44	251.10
5737	1		Hunter Green	Backer	11#	45.25	64.48	110.59	158.44	251.10
5738	1		Burgundy	Backer	11#	45.25	64.48	110.59	158.44	251.10
5739	1		Navy	Backer	11#	45.25	64.48	110.59	158.44	251.10
5740	1		Hunter Green	Backer	11#	45.25	64.48	110.59	158.44	251.10
5741	1		Burgundy	Backer	11#	45.25	64.48	110.59	158.44	251.10
5742	1		Navy	Backer	11#	45.25	64.48	110.59	158.44	251.10
5743	1		Hunter Green	Backer	11#	45.25	64.48	110.59	158.44	251.10
5744	1		Burgundy	Backer	11#	45.25	64.48	110.59	158.44	251.10

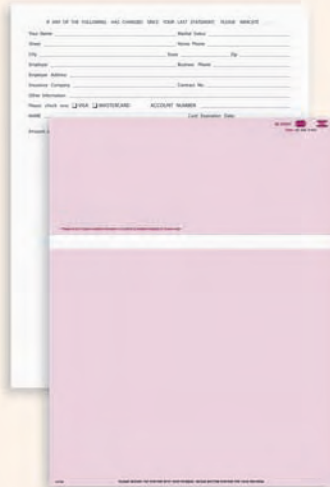
Perforation at 3 3/8" from top of form.  
 Not available imprinted or numbered.  
 Envelopes available on page 68. (9910)

(R)



**LS-5733** - Navy  
**LS 5734** - Hunter Green (shown)  
**LS 5735** - Burgundy

**Laser Statement**  
 Change of Address Backer  
 8 1/2" x 11"



**LS-5736** - Navy  
**LS 5737** - Hunter Green  
**LS 5738** - Burgundy (shown)

**Laser Statement**  
 Mastercard & Visa on Front  
 Change of Address & Credit Card  
 Info on Back  
 8 1/2" x 11"



**LS-5739** - Navy (shown)  
**LS 5740** - Hunter Green  
**LS 5741** - Burgundy

**Laser Statement**  
 Mastercard, Visa & Discover  
 on Front  
 Change of Address & Credit Card  
 Info on Back  
 8 1/2" x 11"



**LS-5742** - Navy (shown)  
**LS 5743** - Hunter Green  
**LS 5744** - Burgundy

**Laser Statement**  
 Mastercard, Visa, Discover &  
 American Express on Front  
 Change of Address & Credit Card  
 Info on Back  
 8 1/2" x 11"

## Keep Your Business in Front of Your Customer!

Use customized white note pads as great giveaways at trade shows, promotions or for everyday business needs.

BIC® Sticky Note pads work great in the office or on your customers desk as a reminder to call you the next time they need your product.

Keep track of phone calls with the Phone Memo Book. Part one is perforated, so you can easily remove it and take it with you or hand it to the party being called. Part two remains in the book as a permanent written record.



### A Note Pads - 100 Sheets

Size	Cat. No. NP-	Wt. per 8 Pads	Lot Prices				
			8	16	32	64	128
2¾" x 4¼"	2000	2#	69.01	92.56	142.24	185.98	312.12
4¼" x 5½"	2200	3#	82.08	109.84	185.33	220.64	352.08
5½" x 8½"	2400	5#	97.52	123.12	222.80	361.91	563.33

(R)

### B Note Pads - 50 Sheets

Size	Cat. No. NP-	Wt. per 8 Pads	Lot Prices				
			8	16	32	64	128
2¾" x 4¼"	2100	1#	50.65	68.15	114.70	136.73	230.47
4¼" x 5½"	2300	2#	60.48	81.11	136.30	162.65	272.05
5½" x 8½"	2500	3#	71.93	90.72	164.59	266.65	416.02

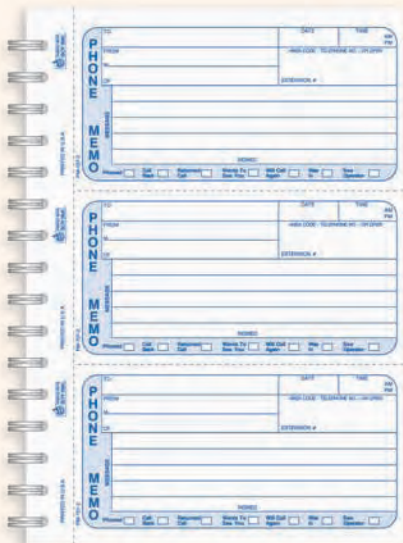
(R)

### C PM-101 - Twin Loop Wire Bound Book

Cat. No. PM-	Pts.	Wt. per 5 Bks	Carbonless Lot Prices				
			5 Bks	10 Bks	15 Bks	25 Bks	50 Bks
101-2	2	4#	52.27	91.04	123.01	203.26	402.41

Available blank only.

(R)



**C PM-101  
Twin Loop Wire Bound Book**  
Phone Memo Book  
Each message measures 2¾" x 5¼"  
8¼" x 5¼" overall  
150 Messages Per Book



Allow 3 extra days for proof on  
Note Pads & Sticky Notes.

**A Note Pads**  
100 sheets per pad

**B Note Pads**  
50 sheets per pad

### ! Available Ink Colors

Blue PMS 293	Black PMS 293	Red PMS 185	Reflex Blue PMS 293	Hunter PMS 336	Maroon PMS 202
Navy PMS 294	Blue PMS 300	Green PMS 347	Brown PMS 463	Burgundy PMS 1955	Gray PMS 430

Color other than black \$29.16  
Two Color Combo \$60.16  
Proof \$14.58

Colors shown are approximate. (R)  
Additional PMS ink colors may be special ordered for \$72.90(R). Please allow 3 additional days shipping time.

### D Bic® Sticky Notes™

Size	Item Number	Page per pad	Wt. per 500 pad	500 per pad
3" x 3"	P3A3A25	25	16#	0.90
3" x 3"	P3A3A50	50	32#	1.63

(R)

### E Bic® Sticky Notes™

Size	Item Number	Page per pad	Wt. per 500 pad	500 per pad
4" x 3"	P4A3A25	25	22#	0.92
4" x 3"	P4A3A50	50	44#	1.79

Adhesive is on the 4" side.

(R)

**D Sticky Notes™**  
3" x 3" pads  
Imprint area 2¾" x 2¾"

**E Sticky Notes™**  
4" x 3" pads  
Imprint area 3¾" x 2¾"

Minimum Quantity: 500

Paper Colors: White or Sungold (White is default if not specified.)

Imprint Colors: Black, Red, Yellow, Orange, Light Orange, Navy, Reflex Blue, Blue, Royal, Purple, Plum, Burgundy, Lime, Green, Teal, Forest Green, Magenta, Brown, Cyan, Warm Gray

Price includes a 4-color process imprint. Converting 4-color process will not guarantee a perfect match to spot color.

Specifications: Text can be as small as 6 point type. Lines must be 0.5 point thick.

Floodcoat 10-30% tint recommended. Phantom - 10% tints work best.

No setup charges. No additional charge for phantom (ghost) imprints, flood coating or bleeds.

Change the paper color on one side by printing a flood coat.



**A Letterhead**  
 White, 20# Watermark  
 White, 24# 25% Cotton  
 White, 24# Linen  
 8½" x 11"

## Why Settle for Ordinary Looking Correspondence?

With so many options, you can present an extraordinary professional image. When selecting stationery, consider choice of paper, ink colors and desired typestyles. Add your company logo or use one of our stock logos from pages 124-126. Decide on raised thermography printing (not laser compatible) or laser heat-resistant ink.

If you are a Physician, Attorney or CPA, we offer watermarked stationery that includes the symbol of your profession.

### A Letterhead

Letterhead	Cat No.	Wt. per 1000	Imprinted Lot Prices				
			500	1000	2000	3000	5000
White, 20# Watermark	323000	11#	81.43	117.40	201.31	286.20	439.02
White, 24# 25% Cotton	324000	11#	86.83	122.36	208.98	293.65	456.30
White, 24# Linen	325100	11#	102.06	140.40	242.35	344.41	538.16

Thermography will be used unless specified otherwise. Thermography is not laser compatible. (R)

### B Envelopes

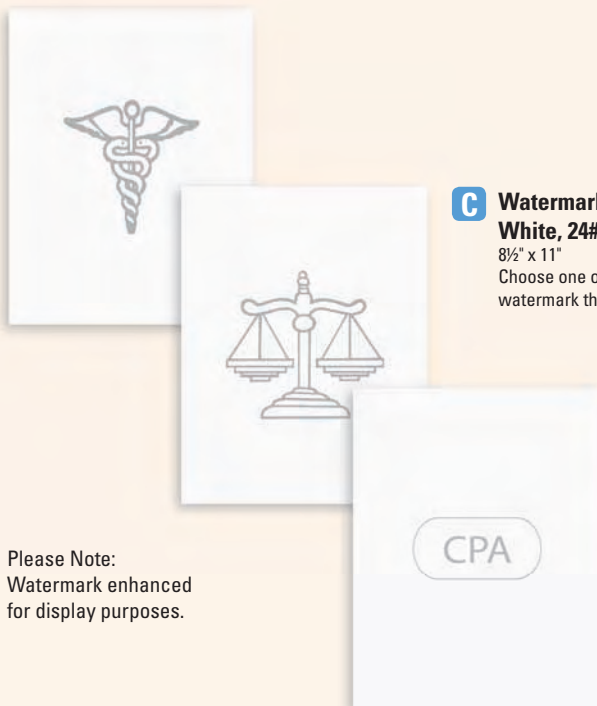
Envelopes	Cat No.	Wt. per 1000	Imprinted Lot Prices				
			500	1000	2000	3000	5000
White, 20# Watermark	333000	10#	94.28	139.86	249.80	357.37	558.90
White, 24# 25% Cotton	334000	10#	102.06	153.04	272.92	390.42	616.90
White, 24# Linen	336100	10#	117.40	178.63	308.77	435.78	690.66

Thermography will be used unless specified otherwise. Thermography is not laser compatible. (R)

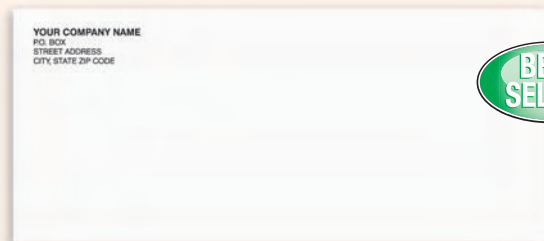
### C Watermarked Letterhead

Watermark	Cat No.	Wt. per 1000	Imprinted Lot Prices				
			500	1000	2000	3000	5000
Physician	327100	11#	101.84	158.65	259.85	372.38	592.27
Attorney	328100	11#	101.84	158.65	259.85	372.38	592.27
CPA	329100	11#	101.84	158.65	259.85	372.38	592.27

Thermography will be used unless specified otherwise. Thermography is not laser compatible. (R)



**C Watermarked Letterhead**  
 White, 24#  
 8½" x 11"  
 Choose one of three watermark themes!



**B ENV-334000**  
 #10 Envelope  
 White, 20# Watermark  
 White, 24# 25% Cotton  
 White, 24# Linen  
 4½" x 9½"

Please Note:  
 Watermark enhanced for display purposes.

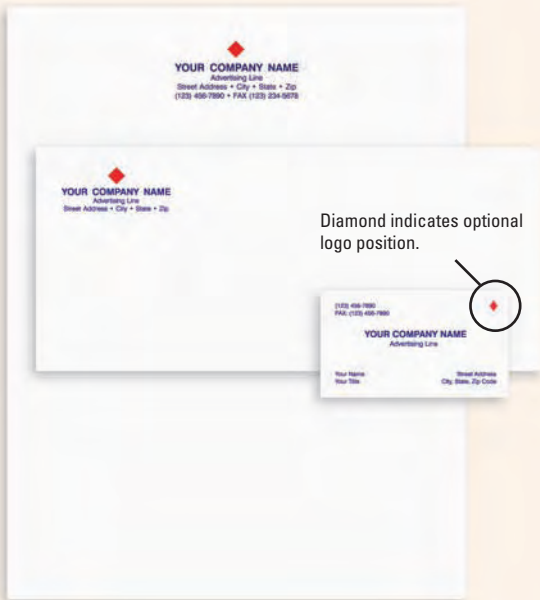
**Nothing makes a business look more reliable than professionally designed stationery!**

Your stationery, envelopes and business cards are important investments. They can be the first impression your client receives about your business. Make that image one that will impress your clients with your dependability and strength.

Choose a style layout, typestyle, paper stock and ink color for attractive, matching business stationery. Give your stationery a finished look by adding your company logo for \$37.58(R), first time only charge or choose one of our stock logo's from pages 124-126.

*See pages 66 and 67 for typestyle and ink choices to perfect your company's image.*

**STYLE LAYOUT 1**



**STYLE LAYOUT 2**



**24# White Accent Opaque**

Cat No.	Color	Lot Price- Black Ink		
		Item	500	1000
493000	White	Letterhead	108.11	144.72
494000	White	Envelope	116.21	159.62
495000	White	Card*	39.31	43.09

\*Card Stock is #65 White Accent Opaque. (R)  
No Watermark.

**24# Sulphite Ultra White Stationery**

Cat No.	Color	Lot Price- Black Ink		
		Item	500	1000
493640	Ultra White	Letterhead	108.11	144.72
494640	Ultra White	Envelope	116.21	159.62
495640	Ultra White	Card*	39.31	43.09

\*Card Stock is 80# Sulphite Cover 95% brightness - Bright White. (R)  
No Watermark.



- Thermography will be used unless specified otherwise. Thermography is **NOT** laser compatible.
- Black ink is standard. Other colors available at an upcharge.
- Blank stationery is available. Call for prices.
- Paper samples are available.

## STYLE LAYOUT 3



## STYLE LAYOUT 4



### 24# Classic Laid Stationery

Cat No.	Color	Item	Lot Price- Black Ink	
			500	1000
493240	Antique Gray	Letterhead	126.79	162.76
494240	Antique Gray	Envelope	152.60	205.09
495240	Antique Gray	Card*	59.72	76.79
			Lot Price- Black Ink	
493400	Natural White	Letterhead	126.79	162.76
494400	Natural White	Envelope	152.60	205.09
495400	Natural White	Card*	59.72	76.79

\*Card Stock is 65# Classic Laid Cover. (R)  
Watermarked.

### 24# Strathmore Stationery

Cat No.	Color	Item	Lot Price- Black Ink	
			500	1000
493440	Ultimate White	Letterhead	138.67	181.12
494440	Ultimate White	Envelope	168.59	225.50
495440	Ultimate White	Card*	64.15	81.97
			Lot Price- Black Ink	
493480	Natural White	Letterhead	138.67	181.12
494480	Natural White	Envelope	168.59	225.50
495480	Natural White	Card*	64.15	81.97

\*Card Stock is 88# Strathmore Writing Center Bristol Cover. (R)  
Watermarked.

### ! Shipping Weights

Letterhead	11# per 1,000
Envelopes	10# per 1,000
Cards	3# per 1,000

Back printing is available on business cards for \$31.32(R) additional cost.

### ! Typestyles

TA1 Bookman	TF1 Kabel Md
<b>TA2 Bookman Bold</b>	<b>TF2 Kabel Md Bold</b>
TA3 Bookman Italic	TG1 Galliard
<b>TA4 Bookman Bold Italic</b>	TG2 Galliard Bold
TB1 Helvetica	TG3 Galliard Italic
<b>TB2 Helvetica Bold</b>	<b>TG4 Galliard Bold Italic</b>
TB3 Helvetica Italic	TH1 Helvetica Narrow
<b>TB4 Helvetica Bold Italic</b>	<b>TH2 Helvetica Narrow Bold</b>
TC1 Cloister Black	TJ1 Benquait
TD1 Zapf Chancery	<b>TJ2 Benquait Bold</b>
<i>TE1 Brush Script</i>	TJ3 Benquait Italic
<b><i>TE2 Brush Script Bold Italic</i></b>	<b>TJ4 Benquait Bold Italic</b>

- Thermography will be used unless specified otherwise. Thermography is **NOT** laser compatible.
- Black ink is standard. Other colors available at an upcharge.
- Blank stationery is available. Call for prices.
- Paper samples are available.

STYLE LAYOUT 5



STYLE LAYOUT 6

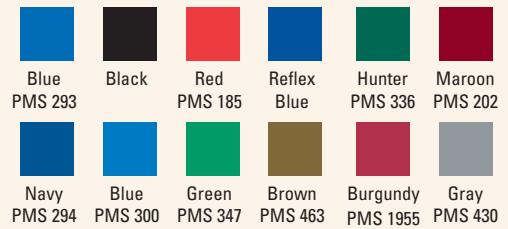


24# Classic Linen Stationery

Cat No.	Color	Item	Lot Price- Black Ink	
			500	1000
493040	Antique Gray	Letterhead	138.67	181.12
494040	Antique Gray	Envelope	168.59	225.50
495040	Antique Gray	Card*	64.15	81.97
			Lot Price- Black Ink	
493080	Baronial Ivory	Letterhead	138.67	181.12
494080	Baronial Ivory	Envelope	168.59	225.50
495080	Baronial Ivory	Card*	64.15	81.97
			Lot Price- Black Ink	
493160	Avon Brilliant White	Letterhead	138.67	181.12
494160	Avon Brilliant White	Envelope	168.59	225.50
495160	Avon Brilliant White	Card*	64.15	81.97
			Lot Price- Black Ink	
493200	Haviland Blue	Letterhead	138.67	181.12
494200	Haviland Blue	Envelope	168.59	225.50
495200	Haviland Blue	Card*	64.15	81.97

\*Card Stock is 80# Classic Linen Cover. (R)  
Watermarked.

! Available Ink Colors



Color other than black \$29.16  
Two Color Combo \$60.16  
Proof \$14.58

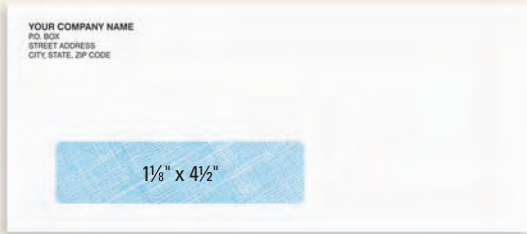
Colors shown are approximate. (R)  
Additional PMS ink colors may be special ordered for \$72.90(R). Please allow 3 additional days shipping time.

! Sizes

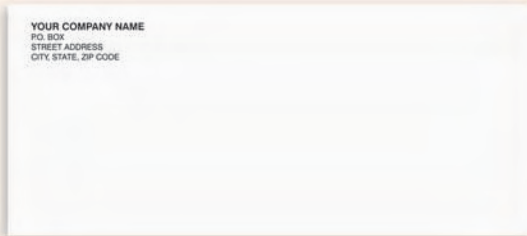
Letterhead	8 1/2" x 11"
Envelopes	4 1/8" x 9 1/2"
Cards	2" x 3 1/2"



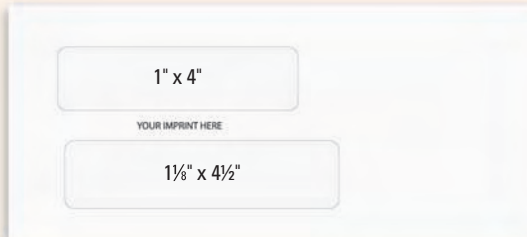
- Thermography will be used unless specified otherwise. Thermography is **NOT** laser compatible.
- Black ink is standard. Other colors available at an upcharge.
- Blank stationery is available. Call for prices.
- Paper samples are available.



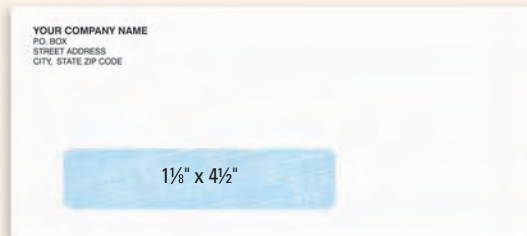
**ENV-9901**  
**#10 Envelope**  
 Security Window  
 4 1/8" x 9 1/2"



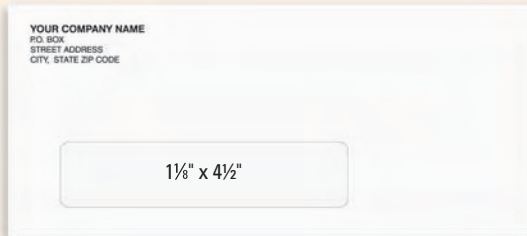
**ENV-9906**  
**#9 Envelope**  
 Regular (No Window)  
 3 7/8" x 8 5/8"



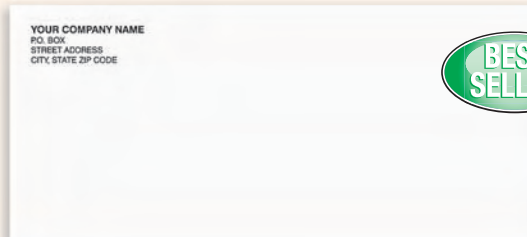
**ENV-9907**  
**#9 Envelope**  
 Double Window  
 3 7/8" x 8 5/8"



**ENV-9908**  
**#9 Envelope**  
 Security Window  
 3 7/8" x 8 5/8"



**ENV-9909**  
**#9 Envelope**  
 Single Window  
 3 7/8" x 8 5/8"



**ENV-9910**  
**#10 Envelope**  
 Regular (No Window)  
 4 1/8" x 9 1/2"



**ENV-9963**  
**#10 Envelope**  
 Regular (No Window)  
 4 1/8" x 9 1/2"  
 Recycled

Envelopes							
Cat. No.	Size	Wt. per 500	Imprinted Lot Prices				
ENV-			500	1000	2000	3000	5000
9901	10	8#	97.52	146.77	247.32	336.85	543.89
9906	9	7#	56.92	90.61	154.33	229.93	372.60
9907	9	7#	78.84	139.32	260.82	373.03	591.73
9908	9	7#	97.52	146.77	247.32	336.85	543.89
9909	9	7#	59.18	97.42	177.55	258.12	418.18
9910	10	8#	64.91	108.76	189.54	274.86	445.07
9911	10	8#	67.18	115.67	208.33	303.48	490.10
9912	10	8#	80.89	144.72	266.54	394.52	612.04
9913	6 3/4	5#	67.18	111.02	196.78	284.26	458.78
9914	14	10#	93.42	139.32	260.50	372.71	582.44
9915	6 3/4	5#	79.27	135.32	251.42	357.05	570.67
9916	6 1/4	5#	62.42	99.36	173.77	249.70	399.49
9919	6 3/4	5#	65.77	108.43	195.26	276.80	446.36
ENV-			Blank Lot Prices				
9914	14	10#	79.38	118.48	221.51	316.87	495.07

Deduct 30% for blank envelopes.

(R)

Self Sealing Envelopes					
Cat. No.	Size	Wt. per 500	Blank Lot Prices		
ENV-			500	1000	2000
9917	10	8#	86.29	157.46	292.57
9918	10	8#	90.07	168.70	311.26
9938	10	8#	110.16	158.65	273.02
9939	10	8#	115.45	165.67	285.01
Imprinted Lot Prices					
9917	10	8#	93.74	173.77	321.30
9918	10	8#	97.52	183.82	342.58
9938	10	8#	115.99	167.08	287.50
9939	10	8#	121.61	174.42	299.92

(R)

Recycled Envelopes							
Cat. No.	Size	Wt. per 500	Imprinted Lot Prices				
ENV-			500	1000	2000	3000	5000
9962	9	7#	62.64	99.79	169.67	252.83	409.86
9963	10	8#	68.15	114.26	199.04	288.68	467.32
9964	10	8#	70.52	121.39	218.59	318.49	514.62

(R)

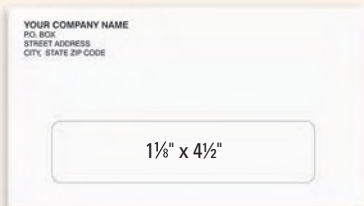
Recycled Envelopes are 24# White Recovery which meets or exceeds the 30% recycled content guidelines for EPA. Available in #9 (ENV-9962) or #10 (ENV-9963) regular no window or #10 (ENV-9964) single window versions.

**Don't see the Envelope you need? We can get it for you. Give us a call!**

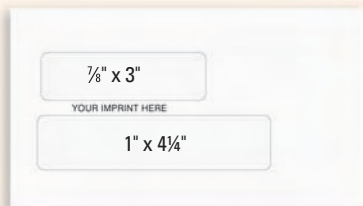


**ENV-9911**  
**#10 Envelope**  
 Single Window  
 4 1/8" x 9 1/2"

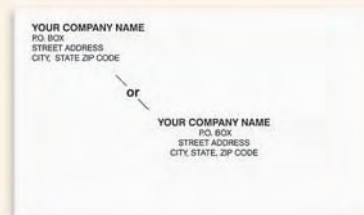
**ENV-9964**  
**#10 Envelope**  
 Single Window  
 4 1/8" x 9 1/2"  
 Recycled



**ENV-9913**  
**#6 3/4 Envelope**  
 Single Window  
 3 3/8" x 6 1/2"



**ENV-9915**  
**#6 3/4 Envelope**  
 Double Window  
 3 3/8" x 6 1/2"

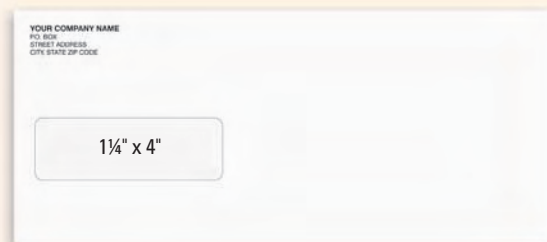


**ENV-9916**  
**#6 3/4 Envelope**  
 Regular (No Window)  
 3 3/8" x 6"

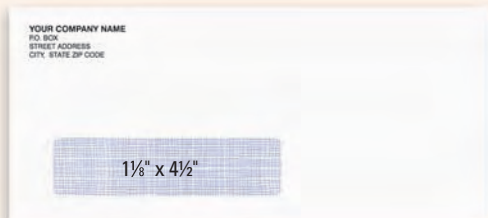
**ENV-9919**  
**#6 3/4 Envelope**  
 Regular (No Window)  
 3 3/8" x 6 1/2"



**ENV-9912**  
**#10 Envelope**  
 Double Window  
 4 1/8" x 9 1/2"

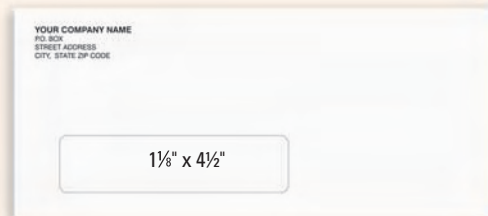


**ENV-9914**  
**#14 Envelope**  
 Single Window  
 5" x 11 1/8"



**ENV-9939**  
**#10 Envelope,**  
 Tinted, Self-Sealing,  
 Single Window  
 4 1/8" x 9 1/2"

**ENV-9938**  
**#10 Envelope,**  
 Tinted, Self-Sealing (No Window)  
 4 1/8" x 9 1/2"



**ENV-9917**  
**#10 Envelope,**  
 Self-Sealing (No Window)  
 4 1/8" x 9 1/2"

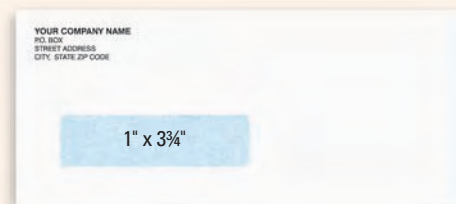
**ENV-9918**  
**#10 Envelope,**  
 Self-Sealing,  
 Single Window  
 4 1/8" x 9 1/2"

Envelopes		Blank Lot Prices						
Cat. No.	Size	Wt. per 500	500	1000	2000	3000	5000	
9937	10	8#	52.60	79.49	144.40	201.74	312.34	
9905	9	7#	66.74	98.50	179.71	251.21	391.50	
Imprinted Lot Prices								
9937	10	8#	75.28	113.62	206.17	288.25	446.26	
9905	9	7#	95.36	140.62	256.82	358.67	559.12	

(R)

Envelope Window Positioning		
Item	Bottom	Left
9901	1/2"	3/8"
9905	13/16"	3/8"
9907 Top Window	2 1/4"	1 1/16"
Bottom Window	9/16"	3/8"
9908	1/2"	3/8"
9909	1/2"	3/8"
9911	1/2"	3/8"

Envelope Window Positioning		
Item	Bottom	Left
9912 Top Window	2 1/4"	1 1/16"
Bottom Window	3/8"	5/8"
9913	3/16"	3/8"
9914	1 3/16"	3/8"
9915 Top Window	2 1/16"	1/2"
Bottom Window	3/4"	3/16"
9918	1/2"	3/8"
9939	1/2"	3/8"



**ENV-9905**  
**#9 Automotive Invoice Envelope**  
 Security Window  
 3 7/8" x 8 1/8"



**ENV-9937**  
**#10 Envelope,**  
 Tinted Regular (No Window)  
 4 1/8" x 9 1/2"

### Need Special Information Added to the Face of Your Envelope?

You can choose from:

- Statement Enclosed
- Reply Requested
- Important Information
- Bill Enclosed
- Open Immediately
- Special Offer

or Submit Your Own Copy



**ENV-9814-9820**  
**#6¼ Envelopes**  
 3½" x 6"

Option 3



**ENV-9824-9830**  
**#6¾ Envelopes**  
 3¾" x 6½"

Option 1



**ENV-9804-9810**  
**#9 Envelopes**  
 3¾" x 8¾"

Option 2

## #6¼ & #6¾ Envelopes

Cat. No.	ENV-	Size	Color	Wt. per 500	Imprinted Lot Prices		
					500	1000	2000
9814	#6¼	Gray	5#	59.94	88.02	135.22	243.65
9815	#6¼	Blue	5#	59.94	88.02	135.22	243.65
9816	#6¼	Green	5#	59.94	88.02	135.22	243.65
9818	#6¼	Goldenrod	5#	59.94	88.02	135.22	243.65
9820	#6¼	Creme	5#	59.94	88.02	135.22	243.65
9823	#6¾	White	5#	59.94	88.02	135.22	243.65
9824	#6¾	Gray	5#	59.94	88.02	135.22	243.65
9825	#6¾	Blue	5#	59.94	88.02	135.22	243.65
9826	#6¾	Green	5#	59.94	88.02	135.22	243.65
9827	#6¾	Pink	5#	59.94	88.02	135.22	243.65
9828	#6¾	Goldenrod	5#	59.94	88.02	135.22	243.65
9829	#6¾	Canary	5#	59.94	88.02	135.22	243.65
9830	#6¾	Creme	5#	59.94	88.02	135.22	243.65
					<b>Blank Lot Prices</b>		
9814-9830				42.01	61.67	94.72	170.53

(R)

## #9 Envelopes

Cat. No.	ENV-	Size	Color	Wt. per 500	Imprinted Lot Prices		
					500	1000	2000
9804	#9	Gray	7#	84.13	113.62	177.23	255.20
9805	#9	Blue	7#	84.13	113.62	177.23	255.20
9806	#9	Green	7#	84.13	113.62	177.23	255.20
9807	#9	Pink	7#	84.13	113.62	177.23	255.20
9809	#9	Canary	7#	84.13	113.62	177.23	255.20
9810	#9	Creme	7#	84.13	113.62	177.23	255.20
					<b>Blank Lot Prices</b>		
9804-9810				58.86	79.49	124.20	178.63

(R)

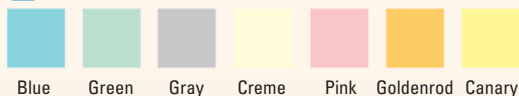
### ! 3 Imprint Options

- 1 - Upper Left
- 2 - Center
- 3 - Barcoded - Upper or Center



**ENV-9823**  
**#6¾ Envelopes, Tinted**  
 3¾" x 6½"

### ! Envelope Colors



**Need a Larger Envelope?**

Choose from Kraft® or Tyvek® envelopes in sizes to mail catalogs, contracts, manuscripts or other multi-page forms. These envelopes are available in side or end opening, white or first class. For extra security, Tyvek® envelopes resist water, tears and bursting and have a self sealing flap. Print your company information and extra information or marketing line on the front.

**Kraft® Envelopes**

Cat. No.	Wt. per 1000	Size	Imprinted Lot Prices				
			100	250	500	1000	2000
ENV-9835	38#	9" x 12"	83.38	112.54	186.30	262.01	483.30
ENV-9837	44#	10" x 13"	100.01	137.59	228.85	318.82	589.57

Back printing not available. (R)



**ENV-9835, Kraft® Catalog Envelope**

Open End, 9" x 12"  
Imprint area 8" x 10¼"

**ENV-9837, Kraft® Catalog Envelope**

Open End, 10" x 13"  
Imprint area 9" x 12"



DuPont™  
**Tyvek®**  
Protect what's inside.™

**Tyvek® Envelopes have pressure sensitive seals.**

**ENV-9836, Tyvek® Catalog Envelope**

Open End, 9" x 12"  
Imprint area 7½" x 10"

**ENV-9838, Tyvek® Catalog Envelope**

Open End, 10" x 13"  
Imprint area 8½" x 11½"



**ENV-9839, Tyvek® Catalog Envelope**

Open End, 9" x 12"  
Imprint area 8¾" x 11¼"

**ENV-9840, Tyvek® Catalog Envelope**

Open End, 10" x 13"  
Imprint area 9½" x 12¼"



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%

**Tyvek® Envelopes**

Cat. No.	Wt. per 1000	Size	Imprinted Lot Prices			
			100	250	500	1000
9836	20#	9" x 12"	120.42	251.42	435.35	697.25
9838	24#	10" x 13"	137.70	277.88	469.69	752.87
9839	20#	9" x 12"	117.83	243.43	419.47	674.78
9840	24#	10" x 13"	131.00	264.71	457.81	722.41

Back printing not available. (R)  
2-color printing not available.



**ENV-9833, White 28# Catalog Envelope**

Open End, 9½" x 12½"  
Imprint area 8¾" x 11¼"

**ENV-9831, White 24# Catalog Envelope**

Open End, 6" x 9"  
Imprint area 5¾" x 8¼"



**ENV-9832, White 28# Booklet Envelope**

Open Side, 6" x 9"  
Imprint area 5¾" x 8¼"

**ENV-9834, White 28# Booklet Envelope**

Open Side, 9" x 12"  
Imprint area 8¾" x 11¼"

**White Envelopes**

Cat. No.	Wt. per 1000	Size	Imprinted Lot Prices				
			100	250	500	1000	2000
9831	24#	6" x 9"	59.72	90.29	109.73	159.30	291.71
9832	28#	6" x 9"	59.72	90.29	98.82	144.61	264.38
9833	42#	9½" x 12½"	87.59	144.61	197.75	277.02	511.70
9834	38#	9" x 12"	86.18	122.26	133.60	191.16	351.43

Back printing not available. (R)



**A MLCC-800 - Snap-A-Part**  
Memo Letter, 8½" x 7¾"  
Imprint area 1" x 4"

## Use Letter Memos to Communicate Your Message!

Have you ever written a memo to an employee, co-worker or customer and then forgot to make a copy? Just one time is too many! Use a memo letter and you'll never have to worry again. Plus, you eliminate the assumptions, confusion and misunderstandings created by verbal communications. Use these simple forms and you'll notice the difference.

**A MLCC-800 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
MLCC-800-2	2	12#	76.14	110.81	176.90	315.04	451.22

Envelopes available on page 68. (9910, 9911) (R)

**B MLCC-803 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
MLCC-803-2	2	12#	76.14	110.81	176.90	315.04	451.22
MLCC-803-3	3	17#	87.59	131.33	223.13	407.48	591.73

Envelopes available on page 68. (9910, 9911) (R)

**C MLCC-802 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
MLCC-802-2	2	12#	76.14	110.81	176.90	315.04	451.22

Envelopes available on page 68. (9909, 9911) (R)



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%



**For Phone  
Message Books,  
see page 63.**

**B MLCC-803 - Snap-A-Part**  
Memo Letter, 8½" x 7¾"  
Imprint area 1" x 4"

**C MLCC-802 - Snap-A-Part**  
Memo Letter, 8½" x 7¾"  
Imprint area 1" x 4"

## Eliminate the Excuses!

Use these reply memos and you will stop the excuse, "I never received a memo on that." You have a copy of the information you deliver and a reply request is built right into the memo.

### D RMCC-848, RM-858 Ruled - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
RM-858-3	3	18#	77.11	110.16	182.74	325.62	470.23

RMCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
848-2	2	11#	73.33	102.28	166.00	291.71	423.47
848-3	3	16#	87.59	131.33	223.13	407.48	591.73

Envelopes available on page 68. (9906) (R)

### E RMCC-868, Unruled - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
RMCC-868-3	3	16#	87.59	131.33	223.13	407.48	591.73

Envelopes available on page 68. (9906) (R)

### F MRM-810 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
MRM-810-3	3	16#	87.59	131.33	223.13	407.48	591.73

Envelopes available on page 68. (9909, 9911) (R)

### G MRM-859 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
MRM-859-3	3	18#	77.00	109.73	181.33	323.03	468.07

Envelopes available on page 68. (9906) (R)

### D RMCC-848, RM-858

#### Snap-A-Part

Reply Memo, Ruled 8½" x 7"  
Imprint area ¾" x 3½"

### RMCC-868

#### Snap-A-Part

Reply Memo, Unruled 8½" x 6⅞"  
Imprint area ¾" x 3½"

### F MRM-810

#### Snap-A-Part

Message/Reply Memo  
8½" x 6⅞"  
Imprint area ¾" x 3½"

Self-Inking Stamps  
make your job easier.  
See page 54.



Multi-part color sequence...  
Colors correspond to sequence  
and number of parts selected in  
your order.

### G MRM-859

#### Snap-A-Part

Message/Reply Memo, 8½" x 6⅞"  
Imprint area ¾" x 3"

Form DM-577 - Snap-A-Part Debit Memo. Includes fields for company name, address, and a table for items with columns for quantity, description, price, and amount.

**A DM-577 - Snap-A-Part**  
Debit Memo, 8½" x 7"  
Imprint area 1" x 4"

Form DCM-578 - Snap-A-Part Debit/Credit Memo. Includes fields for company name, address, and a table for adjustments with columns for quantity, description, unit price, and total.

**B DCM-578 - Snap-A-Part**  
Debit/Credit Memo, 8½" x 7"  
Imprint area 1" x 4"

Form CM-235 - Register Form Credit Memo. Includes fields for company name, address, and a table for items with columns for quantity, description, price, and amount.

**C CM-235 - Register Form**  
Credit Memo, 4" x 6½"  
Imprint area 1" x 3½"

Form CM-579, CMCC-576 - Snap-A-Part Credit Memo. Includes fields for company name, address, and a table for items with columns for quantity, description, price, and amount.

**D CM-579, CMCC -576, Snap-A-Part**  
Credit Memo, 8½" x 7"  
Imprint area 1" x 4"  
All Parts Pink

## Keep Your Customer's Account Current!

Your customer will appreciate the attention to detail you show to their account when you quickly and accurately post their credit. Sending a detailed credit memo will give them information concerning the products credited and the amount of the credit. Use the Debit/Credit memo to make everyone aware of all the activity on the account.

We'll even book your carbonless Snap-A-Part forms in sets of 50 with a sturdy manila cover for just \$10.36(R) per 1000!

**A DM-577 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
577-3	3	16#	87.59	131.33	223.13	407.48	591.73

Envelopes available on page 68. (9906, 9907) (R)

**B DCM-578 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
578-3	3	16#	87.59	131.33	223.13	407.48	591.73

Envelopes available on page 68. (9906, 9907) (R)

**C CM-235 - Register Form**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
235-2*	2	5#	63.29	81.86	111.02	170.64	229.39
235-3*	3	7#	71.82	92.66	131.98	212.76	294.08

\*7 digit numbering only. (R)

**D CM-579, CMCC-576 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
579-3	3	18#	77.11	110.16	182.74	325.62	470.23
576-3	3	16#	87.59	131.33	223.13	407.48	591.73

Envelopes available on pages 68. (9909, 9911) (R)



**Multi-part color sequence...**  
Colors correspond to sequence and number of parts selected in your order.

## ! Starting Number

Choose a six-digit starting number for your imprinted form at no extra charge! Otherwise, we will start with 001001. Four, five and seven-digit numbering available at an additional charge. See page 131 for pricing.

Blank forms will be sequentially numbered unless specified otherwise.

**Don't Let Overdue Accounts Waste Your Time!**

Write or type the information just once and you'll have a series of four collection letters instantly! Each is pre-printed with a progressively stronger message. Mail these clean carbonless copies at regular intervals and watch your collections grow.

Choose from two styles and sizes that easily fold into an envelope. The stub on CMCC-574 allows for easy tracking of the dates the forms were sent.

**A CMCC-574 - Snap-A-Part**

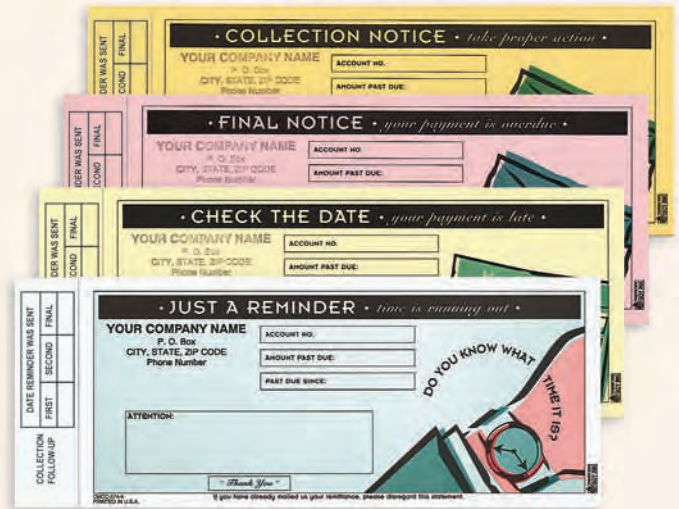
Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
574-4	4	12#	69.44	110.05	191.70	344.30	496.58

Envelopes available on page 68. (9909) (R)  
Not available numbered.

**B CMCC-575 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
575-4	4	22#	101.74	160.27	281.12	538.92	769.50

Envelopes available on page 68. (9909, 9911) (R)  
Not available numbered.



**A CMCC-574 - Snap-A-Part**  
Collection Form, 3 3/4" x 8 1/2"  
Imprint area 3/4" x 2 1/2"

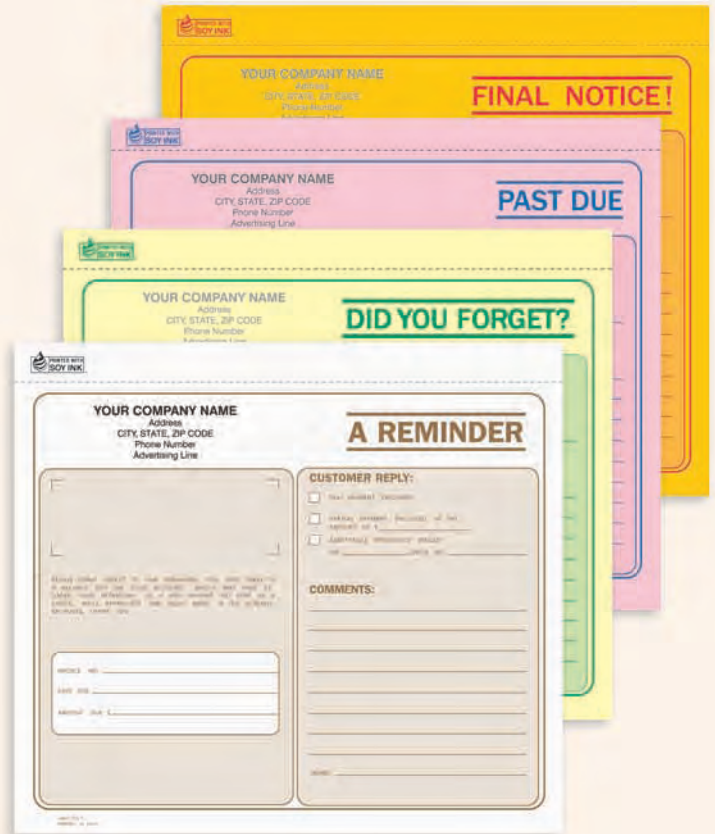
Track your collection returns with our Business Reply Envelopes, available in colors to match each consecutive message. See page 70.



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%



**Multi-part color sequence...**  
Colors correspond to sequence and number of parts selected in your order.



**B CMCC-575 - Snap-A-Part**  
Collection Memo, 8 1/2" x 7"  
Imprint area 1" x 4"



## Six Places to Print Your Information

8½" x 7" or 8½" x 11"

### At the Top:

- 1 Your company name - 1 line of type, or
- 2 Your company name - 3 lines of type, or
- 4 Your company name, address and phone number - 4 lines of type.

### In the Description Area:

- 3 List any six items - imprint up to six standard items and save time.

### At the Bottom:

- 5 Your company name - imprint your name as carrier, 1 line of type, or
- 6 Your company name - imprint your name as shipper, 1 line of type.

## ! Numbering

Forms will **NOT** be sequentially numbered unless specified otherwise.



Multi-part color sequence . . .  
All parts are white.

## Additional lines of type, \$17.17(R).

### C BLCC-602, BL-601 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
BLCC-602-3	3	16#	87.59	131.33	223.13	407.48	591.73
BLCC-602-4	4	22#	100.66	157.68	275.83	504.47	753.84
BL-			Carbon Lot Prices				
BL-601-3	3	18#	77.65	111.89	184.03	328.86	475.96
BL-601-4	4	25#	86.29	128.63	214.81	399.49	578.12

Numbered only on request.

(R)

Use Shipping Labels to make sure address information can be easily seen and read. See page 52 for our extensive selection.

### BL-601, BLCC-602 Snap-A-Part

8½" x 7"

Imprint area varies by selection.

BEST SELLER

**PRINTED WITH SOY INK**

This is to certify that the herein named 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.

**YOUR COMPANY NAME** 4      **STRAIGHT BILL OF LADING**      Shipper No. \_\_\_\_\_  
**P.O. Box**      **ORIGINAL - NOT NEGOTIABLE**      Carrier No. \_\_\_\_\_  
**CITY, STATE, ZIP CODE**      **YOUR COMPANY NAME** 1      Date \_\_\_\_\_  
**Phone Number**      (Name of Carrier)      (SCAC)

**TO:** Consignee      **FROM:** Shipper **YOUR COMPANY NAME** 2  
On Collect on Delivery shipments, the letters "COD" must appear before consignee's name - - or as otherwise provided in Item 200, Spec. 1  
**Street**      **Street** **Address**  
**Destination**      **Zip Code**      **Origin** **City, State**      **Zip Code** **Zip Code**  
**Vehicle Number**      **U.S. DOT Hazmat Reg. Number**

No. Shipping Units	* HM	Kind of Packaging, Description of Articles, Special Marks and Exceptions	Weight (Subject to Correction)	RATE	CHARGES

**REMIT C.O.D. TO: ADDRESS**      **COD**      Amt: \$ \_\_\_\_\_      **C.O.D. FEE:** PREPAID  \$ \_\_\_\_\_ COLLECT  \$ \_\_\_\_\_  
Note - Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \$ \_\_\_\_\_ per \_\_\_\_\_  
Subject to Section 7 of the conditions, if this shipment is to be delivered to the consignee without recourse on the consignee, the consignee shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.  
RECEIVED, subject to the classifications and lawfully filed tariffs in effect on the date of the issue of this Bill of Lading, the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated above which said carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed as to each carrier of all or any of, said property over all or any portion of said route to destination and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the bill of lading terms and conditions in the governing classification on the date of shipment. Shipper hereby certifies that he is familiar with all the bill of lading terms and conditions in the governing classification and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

**SHIPPER** **YOUR COMPANY NAME** **City, State, Zip Code**      **CARRIER**      \_\_\_\_\_  
**PER**      **PER**      \_\_\_\_\_  
**EMERGENCY RESPONSE TELEPHONE NUMBER:**      **DATE**      \_\_\_\_\_

Involved at all times that Hazardous Material is in transportation including storage incidental to transportation (172.604)  
BL-601-3 PRINTED IN U.S.A.

## Keep Your Warehouse and Shipping Department Organized!

Verify the contents of your shipments by ordering our packing list form. Prevent misunderstandings by listing and describing what was shipped and what is on back-order. You get a copy for your files to reference if a customer questions their order. The other copy affixes to the outside of the shipment in a clear weatherproof polyethylene packing list envelope.

Keeping track of inventory is an important part of any business. Our Stock Requisition Form helps you do that with a column for "Amount on Hand."

It is important for trucking companies to be sure their paperwork is in order. The Driver's Log Book contains everything you need including driver, trip and inspection report information.



**A PLE-9430 - Envelope**  
Packing List Envelope  
4½" x 5½"

**B PLCC-630 - Snap-A-Part**  
Packing List, 8½" x 7"  
Imprint area ¾" x 4"

**C REOCC-574 - Snap-A-Part**  
Stock Requisition Form  
5½" x 8½"

**A PLE-9430 - Envelope**

Cat. No.	Pts.	Wt. per 1000	500	Stock Lot Prices		
PLE-				1000	2000	5000
9430	1	9#	59.94	87.70	154.98	364.39

For use with item B.

(R)

**B PLCC-630 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
PLCC-			250	500	1000	2000	3000
630-2	2	11#	73.33	102.28	166.00	291.71	423.47
630-3	3	16#	87.59	131.33	223.13	407.48	591.73

Envelopes available on page 68. (9907)

(R)

**C REOCC-574 - Stock Requisition**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
REOCC-			250	500	1000	2000	3000
574-3	3	13#	67.28	91.91	145.15	248.94	357.26

Sold blank only.

Numbered on request.

(R)

**D DDL-143 - Driver's Log Book**

Cat. No.	Pts.	Wt. per 10 Bks	Carbonless Lot Prices				
DDL-			10 Bks	15 Bks	25 Bks	50 Bks	100 Bks
143-2	2	4#	100.76	143.75	228.96	436.43	844.13

Not available numbered.

(R)



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%

Cover

Inside Page

Backer

**D DDL-143**  
**Driver's Log Book**  
Stitch Bound with Wrap Around  
Cover, 5½" x 8½"  
Imprint area ½" x 3¼"  
31 sets per book

## Prevent Mistakes and Errors With the Proper Form!

Make sure your outgoing merchandise is handled efficiently by documenting instructions to your warehouse or shipping department with the Shipping Order.

Delivery forms give you proof that your customer has received the shipment. When merchandise arrives at your location, document it using a Receiving Form.

If you need to return merchandise, attach a Return Voucher Form. Preprinted columns and checkboxes make it easy to show what is being returned, why and the action expected by the vendor. Attach a Shipping Order to your forms to ensure your shipping department knows what to ship and where to ship it.

### A DRCC-642 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
DRCC-642-2	2	9#	68.47	93.53	148.82	259.20	367.20
DRCC-642-3	3	13#	79.49	114.80	190.62	338.80	493.78

### B RFCC-641, RF-640 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
RFCC-641-3	3	13#	79.49	114.80	190.62	338.80	493.78
RF			Carbon Lot Prices				
RF-640-3	3	16#	71.82	99.90	160.60	281.45	405.22

### C RV-643 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
RV-643-3	3	16#	87.59	131.33	223.13	407.48	591.73

Envelopes available on page 68. (9906, 9907)

### D SOCC-629, SO-620 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
SOCC-629-3	3	16#	87.59	131.33	223.13	407.48	591.73
SO			Carbon Lot Prices				
SO-620-3	3	18#	77.11	110.16	182.74	325.62	470.23

Envelopes available on page 68. (9906)

### C RV-643 - Snap-A-Part

Return to Vendor Form, 8½" x 7"  
Imprint area 1" x 3½"

### A DRCC-642 - Snap-A-Part

Delivery Receipt, 5½" x 8½"  
Imprint area 1" x 3"

### B RFCC-641, RF-640 - Snap-A-Part

Receiving Form, 5½" x 8½"  
Imprint area 1" x 3"

### D SOCC-629, SO-620 - Snap-A-Part

Shipping Order, 8½" x 7"  
Imprint area 1" x 3½"

## ! Starting Number

Choose a six-digit starting number for your imprinted form at no extra charge! Otherwise, we will start with 001001. Four, five and seven-digit numbering available at an additional charge. See page 131 for pricing.

Blank forms will be sequentially numbered unless specified otherwise.



**Multi-part color sequence . . .**  
Colors correspond to sequence and number of parts selected in your order.



**Front**  
**DH-3087**  
 Maintenance Door Hanger  
 Printed front & back  
 Bi-Lingual

### Leave Your Message When No One is Home!

Door hangers are an excellent way to let someone know you were there. You can choose from a variety of styles or create a custom design for your business. Some styles provide a detachable business card. Use these handy door hangers for advertisements, reminders or notices.

All door hangers are one part. Imprint available on select styles only.

### 3 3/8" x 7" Door Hanger

Cat. No.	DH-	Message	Wt. per 1000	Lot Prices				
				500	1000	2000	3000	5000
3087		Maintenance (Bi-Lingual)	5#	61.99	88.78	135.11	196.78	314.17
3090		Red Imprint	5#	87.05	124.31	188.24	272.92	435.56
3091		Custom	5#	87.05	124.31	188.24	272.92	435.56
3093		Sorry We Missed You	5#	87.05	124.31	188.24	272.92	435.56
3094		Utility	5#	87.05	124.31	188.24	272.92	435.56
3097		Blue Imprinted	5#	87.05	124.31	188.24	272.92	435.56
3098		Green Imprinted	5#	87.05	124.31	188.24	272.92	435.56
3099		Custom with Perf	5#	87.05	124.31	188.24	272.92	435.56

See page 63 for ink color selections on items 3091 and 3099.

(R)



Add your company's name, address and phone number in one of four colors!  
 For blank forms, subtract 30%



**DH-3093**  
 Sorry We Missed You  
 Door Hanger  
 Imprint area 1" x 3 3/8"



**DH-3094**  
 Utility Door Hanger  
 Imprint area 1" x 3 3/8"

Back printing available on most door hangers for an additional charge.

A custom designed Door Hanger identifies your business!



**DH-3099**  
 Custom Door Hanger. Same as 3091 with perf  
 Imprint areas: Top 3<sup>5</sup>/<sub>8</sub>" x 3<sup>1</sup>/<sub>8</sub>"  
 Bottom 1<sup>1</sup>/<sub>4</sub>" x 3 "



**DH-3091**  
 Custom Door Hanger  
 Imprint area 5" x 3<sup>1</sup>/<sub>8</sub>"



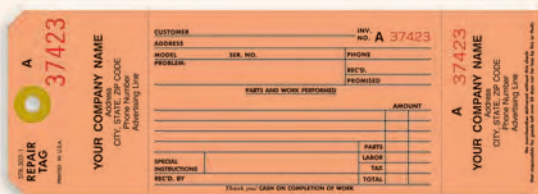
**DH-3090**  
 Red Imprinted Door Hanger  
 Imprint area: Top 1<sup>1</sup>/<sub>2</sub>" x 3", Middle 1<sup>1</sup>/<sub>4</sub>" x 3",  
 Bottom 1<sup>1</sup>/<sub>4</sub>" x 3<sup>1</sup>/<sub>8</sub>"



**DH-3097**  
 Blue Imprinted Door Hanger  
 Imprint area: Top 1<sup>1</sup>/<sub>2</sub>" x 3", Middle 1<sup>1</sup>/<sub>4</sub>" x 3",  
 Bottom 1<sup>1</sup>/<sub>4</sub>" x 3<sup>1</sup>/<sub>8</sub>"



**DH-3098**  
 Green Imprinted Door Hanger  
 Imprint area: Top 1<sup>1</sup>/<sub>2</sub>" x 3", Middle 1<sup>1</sup>/<sub>4</sub>" x 3",  
 Bottom 1<sup>1</sup>/<sub>4</sub>" x 3<sup>1</sup>/<sub>8</sub>"



One Part



Two Part

Two Part

Three Part



We also offer Valet Parking Tags. See page 105.

**A** STR-302, STC-305, STB-301 - Tag  
Repair Tag, 3 1/8" x 9"  
Imprint area 3/4" x 2 3/4"



**B** TL-3509 - Tag  
Manila Layaway Tag  
3 1/8" x 7"



**C** TR-3510 - Tag  
Manila Repair Tag  
2 1/8" x 5 1/2"



**D** STR-317 - Tag  
Repair Tag, 3 1/8" x 6 1/4"  
Imprint area 1" x 3"



**E** STR-307 - Tag  
Repair Tag, 3 1/8" x 5 1/2"  
Imprint area 3/4" x 2 3/4"

## Tags For Every Use!

Choose repair, inventory or lay-away tags for your business.

The 1-3 parts pre-strung repair tags have detachable claim stubs and are available in blue, yellow or salmon. Personalization is available in black ink only. Manila Repair Tags and Layaway Tags are available in 1 part only, have detachable stubs and are not available imprinted. All tags can be ordered numbered, but with no choice of starting number.

Our 2 part Inventory Tags keep you organized by allowing you to keep up with stock moving from one location to another. The tags are not available imprinted, but can be numbered for a slight up-charge. If your need is for a one part inventory tag, our TL-3513 is available pre-strung, but cannot be printed and you have no choice of starting number.

**A** STR-302, STC-305, STB-301 - Tag

Color	Cat. No.	Pts.	Wt. per 1000	Lot Prices		
				500	1000	2000
Salmon	STR-302-1	1	16#	116.21	183.92	348.95
Carbon Lot Prices						
Salmon	STR-302-3	3	20#	172.69	300.13	552.96
Yellow	STC-305-2	2	18#	159.95	275.29	500.47
Blue	STB-301-2	2	18#	159.95	275.29	500.47

Pre-strung. Black ink only. No choice of starting number.

(R)

**B** TL-3509 - Tag

Cat. No.	Pts.	Wt. per 1000	Stock Lot Prices		
			500	1000	2000
TL-3509	1	11#	132.73	198.94	298.40

Pre-strung. Not available imprinted.

No choice of starting number.

(R)

**C** TR-3510 - Tag

Cat. No.	Pts.	Wt. per 1000	Stock Lot Prices		
			500	1000	2000
TR-3510	1	8#	115.45	211.79	317.52

Pre-strung. Not available imprinted.

No choice of starting number.

(R)

**D** STR-317 - Tag

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices		
			500	1000	2000
STR-317-2	2	10#	92.45	144.40	231.34
STR-317-3	3	12#	115.56	175.82	282.20

Pre-strung. Black ink only.

(R)

**E** STR-307 - Tag

Cat. No.	Pts.	Wt. per 1000	Stock Lot Prices		
			500	1000	2000
STR-307-1	1	8#	81.65	131.76	215.68

Pre-strung. Black ink only.

(R)

Back of STR-317 and STR-307 are reinforced with mylar.

**F STWCC-313 - Tag**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices			
			500	1000	2000	5000
313-2	2	10#	131.87	199.80	305.42	508.68

Not available imprinted. (R)  
Numbering charge for specific starting number. \$52.06(R) per M.

**G TI-3513 - Tag**

Cat. No.	Pts.	Wt. per 1000	Stock Lot Prices			
			500	1000	2000	5000
3513	1	9#	77.22	115.99	174.10	290.20

Pre-Strung. Not available imprinted. (R)  
No choice of starting number

**H Blank Tags - Colored**

Cat. No.	Sz.	Color	Wt. per 1000	Stock Lot Prices			
				1000	2000	5000	10,000
513X*	5	*	6#	52.27	87.05	196.24	349.16
813X*	8	*	10#	72.04	120.31	240.95	480.49

\*Available imprinted and numbered. (R)

**I Blank Tags - Manila**

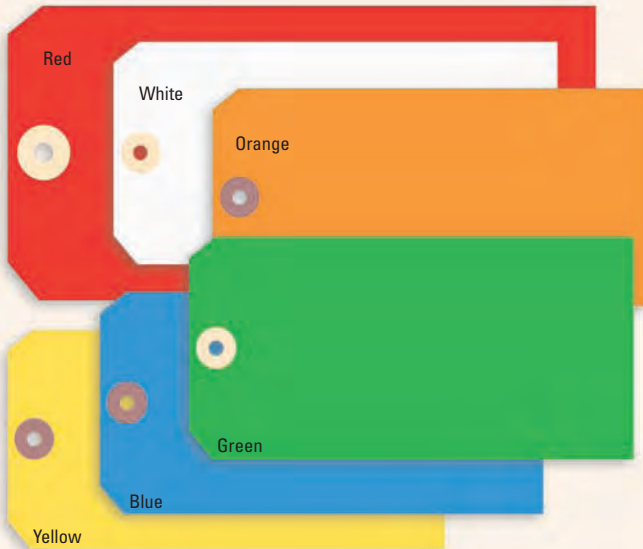
Cat. No.	Sz.	Color	Wt. per 1000	Stock Lot Prices			
				1000	2000	5000	10,000
1131	1	Manila	4#	28.51	47.30	106.60	190.40
3131	3	Manila	4#	31.97	53.35	120.42	215.24
5131*	5	Manila	6#	36.50	61.13	137.48	244.19
8131*	8	Manila	10#	45.04	74.84	168.70	300.67

\*Available imprinted and numbered. (R)

**J Tag Connectors\***

Cat No.	Description	Price Per 1000
1209	Twine- Cut String- 12", No.9 Gauge	16.20
1226	Loose Wire- 12", No.26 Gauge	11.23

\*Image not shown. (R)



**H Blank Tags - Colored**  
 CSU - 513X - Size 5, 2 1/8" x 4 1/4"  
 CSU - 813X - Size 8, 3 1/8" x 6 1/4"  
**Order by size and color.**

#5 & #8 Tags	1000	2000	5000	10000
330036 Imprint charge	64.30	124.80	302.10	586.50
330037 Number charge	64.30	124.80	302.10	586.50
330038 String charge	18.40	35.70	86.50	167.60

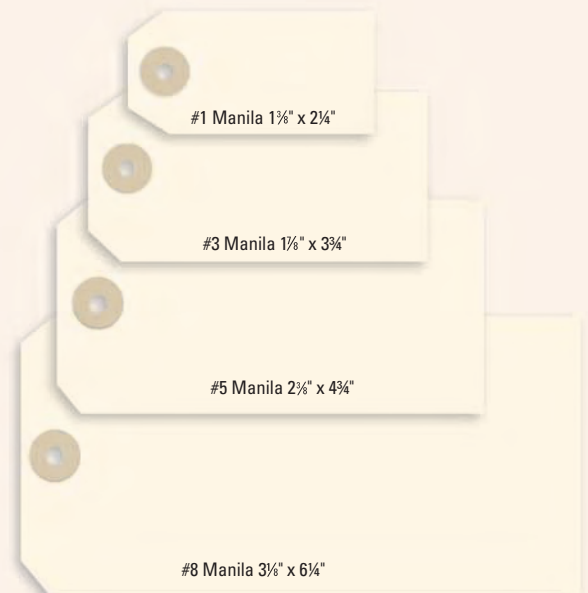
(R)

**F STWCC-313 - Tag**  
 Manila Inventory Tag  
 3 3/8" x 6 1/8"



#5 & #8 colored or manila tags can be crash imprinted & numbered black ink only. 5 days shipping.

**G TI-3513 - Tag**  
 Manila Inventory Tag  
 3 3/8" x 6 3/8"



**I Blank Tags - Manila**  
 SU-1131, 3131, 5131, 8131

**YOUR COMPANY NAME**  
Address  
CITY, STATE, ZIP CODE  
Phone Number  
Advertising Line

**MARINE PURCHASE AGREEMENT**  
001001

**Imprint Your Message Here!**

**A MPACC-736 - Snap-A-Part**  
Marine Purchase Agreement, 8½" x 14"  
Imprint area ¾" x 4"  
Message area 1½" x 3½"

**YOUR COMPANY NAME**  
Address  
CITY, STATE, ZIP CODE  
Phone Number  
Advertising Line

**MS-249 - Register Form**

**B MS-249 - Register Form**  
Marine Service Agreement, 5½" x 8½"  
Imprint area 1" x 5"



**Multi-part color sequence...**  
Colors correspond to sequence and number of parts selected in your order.

**C MRO-636, MROCC-634 Snap-A-Part**  
Marine Repair Order  
11" x 8½"  
Imprint area 1¼" x 3½" - Top  
1" x 2½" - Side

**YOUR COMPANY NAME**  
Address  
CITY, STATE, ZIP CODE  
Phone Number  
Advertising Line

**MRO-636, MROCC-634 Snap-A-Part**

**Services Requested / Problems:**  
 Full Service    Oil/Filter Change    Chain    Camber  
 Valves    Trim    Wheel Only    Engine Only

**ESTIMATED COSTS:**  
 Labor \$ \_\_\_\_\_  
 Parts \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_

**REvised ESTIMATE:**  
 Labor \$ \_\_\_\_\_  
 Parts \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_

## Handle Your Marina Business with Efficiency and Ease!

Make sure when selling or buying a boat, everything is clearly defined in the paperwork. The Marine Purchase Order has space for all the sales details. When doing repairs or ordering parts for your customers, the Service Agreement and Repair Order have plenty of room to list parts, labor and more. If you need a Claim Tag, use MRO-636.

If you repair small engines or motorcycles, the SERO-635 is the form you need.

**A MPACC-736 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
MPACC-736-3	3	41#	192.78	262.55	393.34	750.17	1,090.91

(R)

**B MS-249 - Register Form**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
MS-249-2*	2	8#	65.99	86.18	124.31	202.07	278.64
MS-249-3*	3	12#	74.63	103.36	158.11	267.73	382.10

\*7 digit numbering only.  
(R)

**C MRO-636, MROCC-634 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
MRO-636-3	3	41#	97.31	150.66	262.76	485.68	712.04

**MROCC-634 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
MROCC-634-3	3	35#	120.10	184.68	284.15	539.89	767.23

3rd part is manila.  
(R)

**D SERO-635, SEROCC-638 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
SERO-635-3	3	41#	97.31	150.66	262.76	485.68	712.04

**SEROCC-638 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
SEROCC-638-3	3	35#	104.54	169.67	301.10	577.26	854.28

(R)

**YOUR COMPANY NAME**  
Address  
CITY, STATE, ZIP CODE  
Phone Number  
Advertising Line

**MRO-636, MROCC-634 Snap-A-Part**

**CLAIM TAG**  
001001

**D SERO-635, SEROCC-638, Snap-A-Part**  
Small Engine/Motorcycle Repair  
11" x 8½"  
Imprint area 1" x 4"

## Never Inconvenience a Customer or Forget a Service Appointment!

If a customer needs to drop off their car after hours, provide them with an envelope to leave their keys. Contains area for customer information, vehicle identification and a handy checklist of repair options.

Post this calendar on the wall in the service bay area and never have an employee question what repairs are scheduled for that day. Contains spaces for date, customer names, address and phone number, technician, time of day and service requested.



### E OARE-9920 - Overnight Auto Repair Envelope

Cat. No.	Wt. per 1000	250	500	Lot Prices		
OARE-	24#	105.73	139.00	1000	2000	4000
9920	24#	105.73	139.00	194.40	331.02	598.64

Custom envelopes available on page 68. (9831) (R)

### F 9927 - Weekly Service Appointment Pad

Cat. No.	Wt. per Pad	1 Pad	2 Pads	Lot Prices		
9927	3#	34.99	48.17	58.32	69.98	81.65
9927	3#	34.99	48.17	58.32	69.98	81.65

Not available imprinted or numbered. (R)

Advertise your repair center or dealership with a BIC® Key Ring Light. See page 59 for ordering information.



Add your company's name, address and phone number in one of four colors! For blank forms, subtract 30%

**YOUR COMPANY NAME**  
Address  
CITY, STATE, ZIP CODE  
Phone Number  
Advertising Line

**TO OUR EARLY MORNING OR LATE EVENING SERVICE CUSTOMERS**

- WRITE YOUR ORDER ON THIS ENVELOPE.
- LEAVE YOUR CAR ON OUR LOT AND LOCKED.
- PLACE YOUR KEYS IN THIS ENVELOPE.
- DROP ENVELOPE IN MAIL SLOT.

NAME	YEAR
ADDRESS	MAKE/MODEL
CITY	COLOR
STATE	ZIP
PHONE NUMBER	LICENSE NO.
BUSINESS PHONE	BLEASE
	DAYTIME YOU WILL CALL FOR YOUR CAR? <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.

**USE THIS HANDY CHECK LIST**

<input type="checkbox"/> Check Lubrication	<input type="checkbox"/> MILE INSPECTION	<input type="checkbox"/> Replace Muffler
<input type="checkbox"/> Change Engine Oil	<input type="checkbox"/> Adjust Brakes	<input type="checkbox"/> Repair Lights
<input type="checkbox"/> Change Oil Filter	<input type="checkbox"/> Oil Leaks - Front	<input type="checkbox"/> Oil Leaks - Rear
<input type="checkbox"/> Change Transmission Oil	<input type="checkbox"/> Repair Front Wheel Bearings	<input type="checkbox"/> Replace Clutch
<input type="checkbox"/> Tune Engine	<input type="checkbox"/> Replace Brakes	<input type="checkbox"/> Body Damage
<input type="checkbox"/> Other Work (specify)	<input type="checkbox"/> Undercoats	

I hereby authorize the above repair work to be done along with the necessary material, and hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on driver vehicle to secure the amount of repair and/or service herein. Our facility is not responsible for unavailability of parts or delays in parts shipments beyond our control nor for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond our control.

Please Sign Here  
\_\_\_\_\_  
GND:000

**E OARE-9920**  
Overnight Auto Repair Envelope, 6" x 9"  
Imprint area 1 1/4" x 5 1/4"

## WEEKLY SERVICE APPOINTMENTS AND INSTALLATION SCHEDULE

THURSDAY	FRIDAY	SATURDAY	SUNDAY
Date of month	Date of month	Date of month	Date of month
Month and Year	Month and Year	Month and Year	Month and Year
NAME AND ADDRESS	NAME AND ADDRESS	NAME AND ADDRESS	NAME AND ADDRESS
PHONE	PHONE	PHONE	PHONE
TECH. NAME	TECH. NAME	TECH. NAME	TECH. NAME
TIME OF DAY	TIME OF DAY	TIME OF DAY	TIME OF DAY
SERVICES REQUESTED	SERVICES REQUESTED	SERVICES REQUESTED	SERVICES REQUESTED
DATE AND TIME REQUESTED	DATE AND TIME REQUESTED	DATE AND TIME REQUESTED	DATE AND TIME REQUESTED

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Date of month	Date of month	Date of month	Date of month
Month and Year	Month and Year	Month and Year	Month and Year
NAME AND ADDRESS	NAME AND ADDRESS	NAME AND ADDRESS	NAME AND ADDRESS
PHONE	PHONE	PHONE	PHONE
TECH. NAME	TECH. NAME	TECH. NAME	TECH. NAME
TIME OF DAY	TIME OF DAY	TIME OF DAY	TIME OF DAY
SERVICES REQUESTED	SERVICES REQUESTED	SERVICES REQUESTED	SERVICES REQUESTED
DATE AND TIME REQUESTED	DATE AND TIME REQUESTED	DATE AND TIME REQUESTED	DATE AND TIME REQUESTED

**F 9927**  
Weekly Service Appointment Pad  
22" x 17"  
52 pages per pad





**A ARO-671, 371, AROCC-677, 377 - Snap-A-Part**  
Auto Repair Order, 8½" x 8½"  
Imprint area 1" x 4"

**B AROCC-648 - Snap-A-Part**  
Auto Repair Estimate, 11" x 8½"  
Imprint area 1" x 3¼"

**C ARO-373, AROCC-374 - Snap-A-Part**  
Auto Repair Order, 11" x 8½"  
Imprint area 1" x 3¼"

## Capture the Details!

Using a form that provides all the room you need to list the parts and repair details helps your shop keep accurate records. If you need a form that meets all the requirements of the toughest vehicle repair regulations in the United States, use ARO-371, AROCC-648 or ARO-373. These forms contain all the necessary information to insure your shop is 100% compliant.

**A ARO-671, 371, AROCC-677, 377 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
ARO-371-4*	4	40#	104.65	165.24	289.01	543.35	798.55
AROCC-677-4	4	40#	104.65	165.24	289.01	543.35	798.55
Carbonless Lot Prices							
ARO-373-4*	4	35#	143.10	230.47	368.28	664.63	969.73
AROCC-374	4	35#	143.10	230.47	368.28	664.63	969.73

\*Valid in California.

(R)

**B AROCC-648 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
AROCC-648-4*	4	46#	132.95	213.08	380.48	717.23	1,052.46

\*Valid in California.

(R)

**C ARO-373, AROCC-374 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
ARO-373-4*	4	51#	110.05	176.58	315.14	591.41	867.13
AROCC-374	4	43#	132.95	213.08	380.48	717.23	1,052.46

\*Valid in California.

(R)

**D ROI-694 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
ROI-694-4	4	32#	132.95	213.08	380.48	717.23	1,052.46

(R)

**D ROI-694 - Snap-A-Part**  
Repair Order/Invoice, 8½" x 11"  
Imprint area 1" x 4"



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%

**E AROCC-664, ARO-656, 356 - Snap-A-Part**  
Auto Repair Form, 11" x 8½"  
Imprint area 1" x 4"

Back

**Repair Shop Favorites!**

These popular forms contain space for all the information you might need. The hard manila backer will keep the form firm for easy writing and has inspection check boxes to record material and labor costs. These forms are available with the California Clause.

**E AROCC-664, ARO-656, 356 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
ARO-656-3	3	41#	97.31	150.66	262.76	485.68	712.04
356-3*	3	41#	97.31	150.66	262.76	485.68	712.04
AROCC-			Carbonless Lot Prices				
664-3	3	35#	104.54	169.67	301.10	577.26	854.28

\*California version not shown.

**F AROCC-665, 365, ARO-672, 372 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
ARO-672-4	4	51#	110.05	176.58	315.14	591.41	867.13
372-4*	4	51#	110.05	176.58	315.14	591.41	867.13
AROCC-			Carbonless Lot Prices				
665-4	4	43#	132.95	213.08	380.48	717.23	1,052.46
365-4*	4	43#	132.95	213.08	380.48	717.23	1,052.46

\*California version not shown.

**F AROCC-665, 365, ARO-672, 372**  
**Snap-A-Part**  
Auto Repair Order, 11" x 8½"  
Imprint area 1" x 4"

## These Forms Make Your Job Easier!

Using an all-in-one form can make serving your customer fast and trouble-free. Use the top copy to invoice your customer and the remaining copies can be used to track parts inventory, repair person and for your files. Format B is designed specifically for use in Florida. Use Format C if you want to include important information, hours of operation or just to say "Thank You."

**A** **ARO-659, AROCC-624 - Snap-A-Part**  
Auto Repair Order, 11" x 8½"  
Imprint area 1" x 4"

**B** **AROCC-644, ARO-637 - Snap-A-Part**  
Auto Repair Order, 11" x 8½"  
Imprint area 1" x 4"  
Designed for use in Florida. (revised 2/08)

**C** **ARO-682, AROCC-685 - Snap-A-Part**  
Auto Repair Order, 11" x 8½"  
Imprint area 1" x 4"  
Message area 2¾" x 4"

**A** **ARO-659, AROCC-624 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
ARO-659-3	3	41#	97.31	150.66	262.76	485.68	712.04
ARO-659-4	4	51#	110.05	176.58	315.14	591.41	867.13
AROCC-			Carbonless Lot Prices				
AROCC-624-3	3	35#	104.54	169.67	301.10	577.26	854.28
AROCC-624-4	4	43#	132.95	213.08	380.48	717.23	1,052.46

**B** **AROCC-644, ARO-637 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
ARO-637-3	3	41#	97.31	150.66	262.76	485.68	712.04
ARO-637-4	4	51#	110.05	176.58	315.14	591.41	867.13
AROCC-			Carbonless Lot Prices				
AROCC-644-3	3	35#	104.54	169.67	301.10	577.26	854.28
AROCC-644-4	4	43#	132.95	213.08	380.48	717.23	1,052.46

**C** **ARO-682, AROCC-685 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
ARO-682-3	3	41#	113.83	167.94	279.72	502.85	728.57
ARO-682-4	4	51#	127.33	193.64	332.42	608.26	883.87
AROCC-			Carbonless Lot Prices				
AROCC-685-3	3	35#	121.07	186.84	318.06	594.32	870.80
AROCC-685-4	4	43#	150.23	230.26	397.76	734.18	1,069.09

Consecutively numbered for strict control.



Multi-part color sequence... Colors correspond to sequence and number of parts selected in your order.

For three part forms, the third part is manila.



Add your company's name, address and phone number in one of four colors! For blank forms, subtract 30%



My Choice Creations<sup>SM</sup> are the answer to your automotive software compatible form needs. See pages 60 and 61 for ordering information.

## Fill in the Details!

Using forms specifically designed for your business makes serving your customer fast. Each of these forms has room for all the necessary details and extra space on the back for additional parts and labor.

### D AROCC-646, ARO-647 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
ARO-647-3	3	41#	97.31	150.66	262.76	485.68	712.04
ARO-647-4	4	51#	110.05	176.58	315.14	591.41	867.13
AROCC-			Carbonless Lot Prices				
AROCC-646-3	3	35#	104.54	169.67	301.10	577.26	854.28
AROCC-646-4	4	43#	132.95	213.08	380.48	717.23	1,052.46

### E AROCC-600, ARO-666 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
ARO-666-3	3	27#	88.88	134.03	230.36	421.20	613.33
AROCC-600-3	3	24#	91.15	138.02	238.46	436.32	636.44

### F ARO-657, AROCC-667 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
ARO-657-3	3	41#	97.31	150.66	262.76	485.68	712.04
AROCC-667-3	3	35#	104.54	169.67	301.10	577.26	854.28

### G AROCC-645, ARO-655 - Snap-A-Part

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
ARO-655-2	2	24#	81.00	119.23	199.15	360.07	520.24
ARO-655-3	3	32#	93.31	142.13	246.35	451.55	659.12
AROCC-645-3	3	26#	97.74	153.90	270.65	502.52	736.88

**D AROCC-646, ARO-647 Snap-A-Part**  
Auto Repair Order, 11" x 8½"  
Imprint area 1" x 4"

**E AROCC-600, ARO-666 Snap-A-Part**  
Auto Repair Order, 8½" x 7"  
Imprint area 1" x 3"

Consecutively numbered for strict control.



**F ARO-657, AROCC-667 Snap-A-Part**  
Auto Repair Order, 11" x 8½"  
Imprint area 1" x 4"

**G AROCC-645, ARO-655 - Snap-A-Part**  
Auto Repair Order, 8½" x 8½"  
Imprint area 1" x 4"

**SERVICE ORDER**

YOUR COMPANY NAME  
Address  
CITY, STATE, ZIP CODE  
Phone Number  
Advertising Line

001001

INVOICE      THANK YOU!

001001      YOUR COMPANY NAME      001001

**CLAIM CHECK**

**A SOCC-505 - Snap-A-Part**  
Service Order, 8½" x 8½"  
Imprint area: Top - 1" x 4", Bottom - 1" x 3"

**REPAIR ORDER**

YOUR COMPANY NAME  
Address  
CITY, STATE, ZIP CODE  
Phone Number  
Advertising Line

001001

TOTAL PARTS      TOTAL LABOR

**B RO-673, ROCC-573 - Snap-A-Part**  
Auto Repair Order, 8½" x 5¾"  
Imprint area 1" x 3"

**REPAIR ORDER**

YOUR COMPANY NAME  
Address  
CITY, STATE, ZIP CODE  
Phone Number  
Advertising Line

001001

TOTAL PARTS      TOTAL LABOR

**C RO-658, ROCC-558 - Snap-A-Part**  
Auto Repair Order, 11" x 8½"  
Imprint area 1" x 4"

## The Right Form for the Job!

Sometimes a simple form can do a big job. The Repair Orders are easy to use and have plenty of room for all your entries. Each form has a disclaimer and a signature line for the customer approving repairs.

The Special Order form is a small form with a lot of purpose. It includes a customer copy for billing and a store copy for your files. The third copy contains an I.D. Tag to label the incoming merchandise and a post card to notify the customer his order has been received.

The Service Order has space for everything your customer needs to know about his repairs. The back of both copies contains a Promissory Note. The shop copy has an account tracking section as well as a large area for comments. The claim check adds to the versatility of this form.

**A SOCC-505 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices					
			250	500	1000	2000	3000	
SOCC-								
505-2	2	17#	112.00	180.14	276.48	458.24	679.00	
505-3	3	24#	133.16	215.68	337.72	593.24	878.80	
505-4	4	31#	143.10	230.47	368.28	664.63	969.73	

(R)

**B RO-673, ROCC-573 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
RO-							
673-3	3	22#	71.82	99.90	160.60	281.45	405.22
ROCC-							
			Carbonless Lot Prices				
573-3	3	21#	74.30	107.24	177.34	316.12	458.24

Third part manila.  
No back printing.

(R)

**C RO-658, ROCC-558 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
			250	500	1000	2000	3000
RO-							
658-3	3	41#	97.31	150.66	262.76	458.68	712.04
ROCC-							
			Carbonless Lot Prices				
558-3	3	35#	104.54	169.67	301.10	577.26	854.28

Third part manila.  
No back printing.

(R)

**D SOCC-695 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
SOCC-							
695-3	3	17#	74.30	107.24	177.34	316.12	458.24

(R)

Dear Customer,      Date \_\_\_\_\_

The merchandise we ordered for you has arrived:

Please pick it up as soon as possible.

We will deliver

**SPECIAL ORDER**

YOUR COMPANY NAME  
P.O. Box  
Address  
CITY, STATE, ZIP CODE  
Phone Number

001001

TAX  
TOTAL  
DEPOSIT  
BALANCE DUE

CUSTOMER COPY

Back

Front

Consecutively numbered  
for strict control.



**BGS-885 - Snap-A-Part**  
Buyer's Guide Warranty,  
w/Mirror Hanger, 8½" x 11"  
Imprint area 1" x 3½"

**BUYERS GUIDE**

**WARRANTY**

**AS IS - NO WARRANTY**

**WARRANTY**

FULL  LIMITED WARRANTY. The dealer will pay \_\_\_\_\_ % of the labor and \_\_\_\_\_ % of the parts for the covered systems that fail during the warranty period. Ask the dealer for a copy of the warranty document for a full explanation of warranty coverage, exclusions, and the dealer's repair obligations. Under state law, "implied warranties" may give you even more rights.

SERVICE CONTRACT. A service contract is available at an extra charge on this vehicle. Ask for details as to coverage, deductibles, price, and exclusions. If you buy a service contract within 90 days of the time of sale, state law "implied warranties" may give you additional rights.

**A BGS-685 - Snap-A-Part**  
Buyer's Guide Warranty  
8½" x 11"  
Imprint area 1" x 3½"

## Make Legal Compliance Easier!

These forms are available in two versions, "Implied Warranty" and "As Is - No Warranty." Simply note any major defects on the checklist printed on the back of the statements, peel off the pressure-sensitive tape and apply to the inside of the vehicle's window. When your prospect is ready to make a purchase, have them sign the form to complete the sale. We make compliance hassle-free for you.

**A BGS-685, 885 - Snap-A-Part**

Cat. No.	BGS-	Pts.	Wt. per 1000	Carbonless Lot Prices			
				250	500	1000	2000
685-2*	2	16#	90.94	138.24	238.90	438.26	643.36
885-3	3	16#	103.68	162.54	286.63	534.17	786.35

\*Available numbered in red on request. (R)

**B BGS-675, 775 - Snap-A-Part**

Cat. No.	BGS-	Pts.	Wt. per 1000	Carbonless Lot Prices			
				250	500	1000	2000
675-2*	2	16#	90.94	138.24	238.90	438.26	643.36
775-3	3	16#	103.68	162.54	286.63	534.17	786.35

\*Available numbered in red on request. (R)

**C BGS-565, 575 - Snap-A-Part - Spanish Versions**

Cat. No.	BGS-	Pts.	Wt. per 1000	Carbonless Lot Prices			
				250	500	1000	2000
565-2* As Is	2	14#	90.94	138.24	238.90	438.26	643.36
575-2* Implied	2	14#	90.94	138.24	238.90	438.26	643.36

\*Available numbered in red on request. (R)

**D BGS-555 - Snap-A-Part**

Cat. No.	BGS-	Pts.	Wt. per 1000	Carbonless Lot Prices			
				250	500	1000	2000
555-2	2	14#	90.94	138.24	238.90	438.26	643.36

\*Available numbered in red on request. (R)

**BGS-775 - Snap-A-Part**  
Buyer's Guide Warranty  
w/Mirror Hanger, 8½" x 11"  
Imprint area 1" x 3½"

**BUYERS GUIDE**

**ANTIES ONLY**

**IMPLIED WARRANTIES ONLY**

**WARRANTY**

FULL  LIMITED WARRANTY. The dealer will pay \_\_\_\_\_ % of the labor and \_\_\_\_\_ % of the parts for the covered systems that fail during the warranty period. Ask the dealer for a copy of the warranty document for a full explanation of warranty coverage, exclusions, and the dealer's repair obligations. Under state law, "implied warranties" may give you even more rights.

SERVICE CONTRACT. A service contract is available at an extra charge on this vehicle. Ask for details as to coverage, deductibles, price, and exclusions. If you buy a service contract within 90 days of the time of sale, state law "implied warranties" may give you additional rights.

**B BGS-675 - Snap-A-Part**  
Buyer's Guide Warranty  
8½" x 11"  
Imprint area 1" x 3½"

**BGS-565 - Snap-A-Part**  
Spanish Buyer's Guide Warranty  
As is - No Warranty  
Also available in Spanish  
**BGS-575 - Snap-A-Part**  
Implied Warranties Only  
7½" x 11½"  
Imprint area 1" x 3½"

**GUÍA DEL COMPRADOR**

**GARANTÍA SIN GARANTÍA**

**BUYERS GUIDE**

**AS IS - NO WARRANTY**

**WARRANTY**

FULL  LIMITED WARRANTY. The dealer will pay \_\_\_\_\_ % of the labor and \_\_\_\_\_ % of the parts for the covered systems that fail during the warranty period. Ask the dealer for a copy of the warranty document for a full explanation of warranty coverage, exclusions, and the dealer's repair obligations. Under state law, "implied warranties" may give you even more rights.

SERVICE CONTRACT. A service contract is available at an extra charge on this vehicle. Ask for details as to coverage, deductibles, price, and exclusions. If you buy a service contract within 90 days of the time of sale, state law "implied warranties" may give you additional rights.

**D BGS-555 - Snap-A-Part**  
Buyer's Guide Warranty  
7½" x 11½"  
Imprint area 1" x 3½"

## Keep Your Customer's Car Clean!

Floor Mats will show you care about protecting your customer's vehicle while promoting your company. Floor Mats are offered in both red and blue. Imprinted in black ink only. Choose the size that best fits your customers' vehicles.

### A Floor Mats, Footprints Design

Cat. No.	FM-	Size	Color	Wt. per 1000	Lot Prices				
					250	500	1000	2000	3000
9941	14" x 20"	red	44#	133.16	154.98	186.41	278.21	372.17	
9942	17" x 19"	red	48#	135.86	158.22	190.08	283.93	379.62	
9943	17" x 22"	red	52#	138.67	161.24	193.97	289.66	386.96	
9931	14" x 20"	blue	44#	133.16	154.98	186.41	278.21	372.17	
9932	17" x 19"	blue	48#	135.86	158.22	190.08	283.93	379.62	
9933	17" x 22"	blue	52#	138.67	161.24	193.97	289.66	386.96	

Imprint available in black ink only.  
For blank floor mats, deduct 30%.

### B Floor Mats, Car Design

Cat. No.	FM-	Size	Color	Wt. per 1000	Lot Prices				
					250	500	1000	2000	3000
9944	14" x 20"	red	44#	133.16	154.98	186.41	278.21	372.17	
9945	17" x 19"	red	48#	135.86	158.22	190.08	283.93	379.62	
9946	17" x 22"	red	52#	138.67	161.24	193.97	289.66	386.96	
9934	14" x 20"	blue	44#	133.16	154.98	186.41	278.21	372.17	
9935	17" x 19"	blue	48#	135.86	158.22	190.08	283.93	379.62	
9936	17" x 22"	blue	52#	138.67	161.24	193.97	289.66	386.96	

Imprint available in black ink only.  
For blank floor mats, deduct 30%.

### C Truck Floor Mats, Footprints Design

Cat. No.	FM-	Size	Color	Wt. per 1000	Lot Prices				
					250	500	1000	2000	3000
9923	22" x 17"	blue	52#	138.67	161.24	193.97	289.66	386.96	
9924	22" x 17"	red	52#	138.67	161.24	193.97	289.66	386.96	

Imprint available in black ink only.  
For blank floor mats, deduct 30%.

### D Truck Floor Mats, Truck Design

Cat. No.	FM-	Size	Color	Wt. per 1000	Lot Prices				
					250	500	1000	2000	3000
9921	22" x 17"	blue	52#	138.67	161.24	193.97	289.66	386.96	
9922	22" x 17"	red	52#	138.67	161.24	193.97	289.66	386.96	

Imprint available in black ink only.  
For blank floor mats, deduct 30%.



### A Floor Mats, Footprints Design

Size	Imprint
14" x 20"	3" x 6"
17" x 19"	3" x 6"
17" x 22"	4" x 7 1/4"



### B Floor Mats, Car Design

Size	Imprint
14" x 20"	3 1/4" x 13"
17" x 19"	3 1/4" x 12"
17" x 22"	3 1/4" x 15"



### D Truck Mats, Truck Design

Size	Imprint
22" x 17"	3 1/4" x 15"



### C Truck Mats, Footprints Design

Size	Imprint
22" x 17"	3 1/4" x 15"



All Floor Mats  
printed on 24# bond.



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%

**BEST SELLER**

**A HAC-681 - Snap-A-Part**  
Home Heating & Air Conditioning, 11" x 8½"  
Imprint area 1" x 3½"

**B HAC-680 - Snap-A-Part**  
Auto Heating & Air Conditioning, 11" x 8½"  
Imprint area 1" x 3½"

**C HVAC-683 - Snap-A-Part**  
Home Heating, Ventilation & Air Conditioning, 11" x 8½"  
Imprint area 1" x 3½"

## More Ways to Save Job Details!

On the job, organization is critical. Our HVAC forms have comprehensive checklists to save you time when you write up your service calls. Use these forms to record the work you do, invoice your customers and track your parts and expenses.

**A HAC-681 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
HAC-681-3	3	35#	104.54	169.67	301.10	577.26	854.28

(R)

**B HAC-680 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
HAC-680-3	3	35#	104.54	169.67	301.10	577.26	854.28

(R)

**C HVAC-683 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
HVAC-683-3	3	35#	104.54	169.67	301.10	577.26	854.28

(R)

**D HAC-684 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
			250	500	1000	2000	3000
HAC-684-3	3	35#	91.37	148.28	263.20	504.68	746.82

(R)

## ! Starting Number

Choose a six-digit starting number for your imprinted form at no extra charge! Otherwise, we will start with 001001. Four, five and seven-digit numbering available at an additional charge. See page 131 for pricing.

Blank forms will be sequentially numbered unless specified otherwise.



**Multi-part color sequence...**  
Colors correspond to sequence and number of parts selected in your order.

**D HAC-684 - Snap-A-Part**  
Auto Heating & Air Conditioning, 11" x 8½"  
Imprint area 1" x 3½"  
Message Imprint area 1½" x 3¼"

## Use the Form Designed to Work for Your Repair Business!

Formats A and C include a manila backer with spaces for material and labor information. Format A includes a 3/4" detachable stub numbered to match the repair order number.

Format C is designed for appliance repair professionals. The sturdy manila backer is printed with material and labor record. Part three is an estimate and customer claim receipt.

### A TVR-669, TVRCC-569 - Snap-A-Part

Cat. No.		Wt. per 1000	Carbon Lot Prices				
TVR-	Pts.		250	500	1000	2000	3000
669-4	4	27#	87.70	148.18	258.98	475.31	697.25
TVRCC-		Wt. per 1000	Carbonless Lot Prices				
569-4	4		26#	103.90	155.52	263.52	490.21

### B GRO-663, GROCC-563 - Snap-A-Part

Cat. No.		Wt. per 1000	Carbon Lot Prices				
GRO-	Pts.		250	500	1000	2000	3000
663-3	3	22#	71.82	99.90	160.60	281.45	405.22
GROCC-		Wt. per 1000	Carbonless Lot Prices				
563-3	3		21#	79.49	114.80	190.62	338.80

### C APR-667, APRCC-567 - Snap-A-Part

Cat. No.		Wt. per 1000	Carbon Lot Prices				
APR-	Pts.		250	500	1000	2000	3000
667-4	4	28#	94.72	145.04	251.75	461.92	677.05
APRCC-		Wt. per 1000	Carbonless Lot Prices				
567-4	4		27#	102.06	152.39	256.39	476.82



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%



Multi-part color sequence... Colors correspond to sequence and number of parts selected in your order.

### C APR-667, APRCC-567 Snap-A-Part

Appliance Repair Form, 5 7/8" x 8 1/2"  
Imprint area 1" x 4"

### A TVR-669, TVRCC-569 Snap-A-Part

Repair Estimate Order, 5 7/8" x 9 3/4"  
Imprint area 1" x 4"

### B GRO-663, GROCC-563 Snap-A-Part

General Repair Order, 5 7/8" x 8 1/2"  
Imprint area 1" x 4"

### ! Starting Number

Choose a six-digit starting number for your imprinted form at no extra charge! Otherwise, we will start with 001001. Four, five and seven-digit numbering available at an additional charge. See page 131 for pricing.

Blank forms will be sequentially numbered unless specified otherwise.

To view forms in greater detail visit [www.BFandS.com](http://www.BFandS.com)

**A PACC-692, PACC-693 - Snap-A-Part**  
 Proposal and Acceptance, 8½" x 11"  
 Imprint area 1" x 5"

**B QFCC-691 - Snap-A-Part**  
 Quotation Form, 8½" x 11"  
 Imprint area 1" x 5"

## These Forms Help You Cross the t's and Dot the i's!

Use the Letter of Transmittal form to know who has plans and specifications that leave your office for sub-contractor bidding. Check boxes on the form clearly identify the contents and purpose of the transmittal.

Change Order forms provide clear, written documentation of a change in the contract, along with the client's written approval of that change. Change orders stop expensive disagreements before they start.

The Material and Labor Record Book will help you keep accurate records of all the materials used, the employees assigned to the job and the time needed to complete the job.

For work performed in California, ask for the version with the mandatory clauses, on item A.

To keep all papers safe on the job, use a top or side opening Forms Holder. This holder provides a secure place to store your forms and a hard surface to write on.

### A PACC-692, PACC-693 - Snap-A-Part

Cat. No.	PACC-	Pts.	Wt. per 1000	Carbonless Lot Prices			
				250	500	1000	2000
692-3*	3	25#	104.22	164.27	289.01	538.70	793.58
693-2	2	16#	83.16	121.61	205.31	370.44	536.33
693-3	3	25#	104.22	164.27	289.01	538.70	793.58

\*California version. (R)  
 Envelopes available on page 68. (9910)  
 Not numbered unless specified otherwise.

### B QFCC-691 - Snap-A-Part

Cat. No.	QFCC-	Pts.	Wt. per 1000	Carbonless Lot Prices			
				250	500	1000	2000
691-3	3	25#	103.90	162.76	286.31	533.41	784.94

Envelopes available on page 68. (9910, 9911) (R)

### C MLR-113 - Wrap Around Book

Cat No.	MLR-	Pts.	Wt. per 10 Bks	Carbonless Lot Prices			
				10 Bks	15 Bks	25 Bks	50 Bks
113-2	2	5#	111.24	145.91	207.58	371.09	711.50

Not available numbered. (R)  
 Envelopes available on page 68. (9909, 9911)



**Multi-part color sequence . . .**  
 Colors correspond to sequence and number of parts selected in your order.

**C MLR-113 - Wrap-Around Book**  
 Materials and Labor Record, 4¼" x 8¼"  
 Imprint area ¾" x 3½"  
 50 sets per book

**D CO-696 - Snap-A-Part**

Cat. No.	Carbonless Lot Prices						
CO-	Pts.	Wt. per 1000	250	500	1000	2000	3000
696-3	3	25#	104.22	164.27	289.01	538.70	793.58

Envelopes available on page 68. (9907) (R)

**E COCC-583 - Snap-A-Part**

Cat. No.	Carbonless Lot Prices						
COCC-	Pts.	Wt. per 1000	250	500	1000	2000	3000
583-3	3	13#	79.49	114.80	190.62	338.80	493.78

Envelopes available on page 68. (9907) (R)

**F LT-584 - Snap-A-Part**

Cat. No.	Carbonless Lot Prices						
LT-	Pts.	Wt. per 1000	250	500	1000	2000	3000
584-2	2	19#	83.16	121.61	205.31	370.44	536.33

Envelopes available on page 68. (9909, 9911) (R)  
Numbered on request.

**G FH-9976, 9977, 9979, 9980 - Forms Holder**

For Forms Up To:	Cat No. FH	Wt. each	Opens	Price Ea
4 1/4" x 8"	9976	2#	Top	40.39
5 3/8" x 9 1/2"	9977	2#	Top	32.18
8 1/2" x 12"	9979	3#	Top	49.36
8 1/2" x 12"	9980	3#	Side	51.30

(R)

A detailed change order form with fields for company name, address, job information, and pricing. It includes a 'CHANGE ORDER' title and a '001001' form number. The form has sections for 'YOUR COMPANY NAME', 'JOB INFORMATION', and 'PRICING'. It also contains a 'NOTE' section and an 'ACCEPTED' section for signatures and dates.

**D CO-696 - Snap-A-Part**  
Change Order Form, 8 1/2" x 11"  
Imprint area 1" x 4"

A yellow change order form with a 'CHANGE ORDER' title and '001001' form number. It features a 'YOUR COMPANY NAME' section and a 'WE AGREE' section. The form is designed for easy use with a 'Snap-A-Part' mechanism.

**E COCC-583 - Snap-A-Part**  
Change Order Form, 5 3/8" x 8 1/2"  
Imprint area 3/4" x 4"



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%

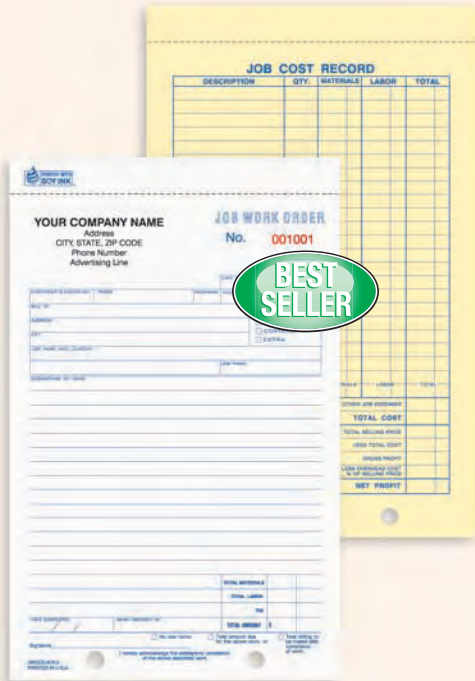
A letter of transmittal form with a 'LETTER OF TRANSMITTAL' title. It includes fields for company name, address, and job information. The form has a 'LATES / SHORTLINES' section and a 'THESE ARE TRANSMITTED AS SHOWN BELOW' section. It also includes a 'REMARKS' section and a 'COPIES TO' section.

**F LT-584 - Snap-A-Part**  
Letter of Transmittal, 8 1/2" x 11"  
Imprint area 1" x 5"  
*Not sequentially numbered unless otherwise specified.*



**G FH-9976, 9977, 9979, 9980 - Forms Holder**  
Forms Holder Top and Side Opening





**A JWOC-870, JWO-860 - Snap-A-Part**  
Work Order, 5½" x 8½"  
Imprint area 1" x 3"

## Keep More Accurate Service Records!

Stay organized... especially when you are servicing customers. These forms contain checklists and lots of room for details. When the job is complete, hand the invoice to the customer.

**A JWOC-870, JWO-860 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
JWOC-			250	500	1000	2000	3000
870-3	3	21#	74.30	107.24	177.34	316.12	458.24

Cat. No.	Pts.	Wt. per 1000	Carbon Lot Prices				
JWO-			250	500	1000	2000	3000
860-3	3	22#	71.82	99.90	160.60	281.45	405.22

Envelopes available on page 68. (9919) (R)  
Last part is manila tag.

**B ELCC-798 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
ELCC-			250	500	1000	2000	3000
798-3	3	35#	104.54	169.67	301.10	577.26	854.28

Envelopes available on page 68. (9906, 9907) (R)  
Last part is manila tag.

**C PLBCC-665 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
PLBCC-			250	500	1000	2000	3000
665-3	3	35#	104.54	169.67	301.10	577.26	854.28

Envelopes available on page 68. (9906, 9907) (R)  
Last part is manila tag.

**D PLBCC-955 - Snap-A-Part**

Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
PLBCC-			250	500	1000	2000	3000
955-3	3	35#	104.54	169.67	301.10	577.26	854.28

Envelopes available on page 68. (9906, 9907) (R)  
Last part is manila tag.



**B ELCC-798 - Snap-A-Part**  
Electrical Form, 8½" x 11"  
Imprint area 1" x 4"



**C PLBCC-665 Snap-A-Part**  
Plumbing Form, 8½" x 11"  
Imprint area 1" x 4"



**D PLBCC-955 - Snap-A-Part**  
Plumbing Form, 8½" x 11"  
Imprint area 1" x 4"

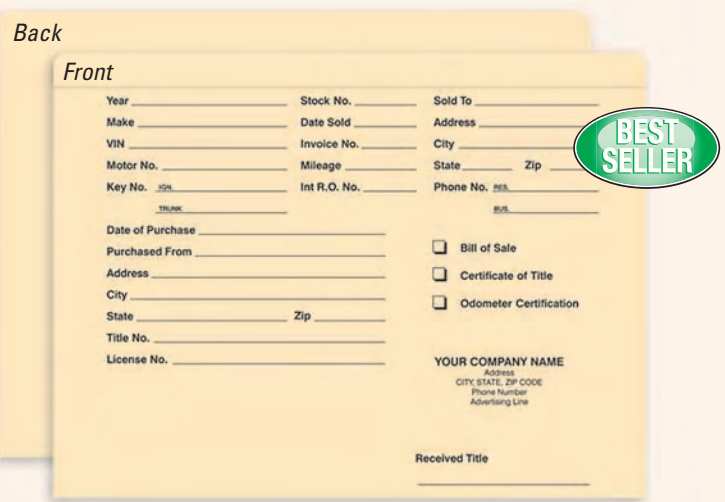




## Document Jackets Protect Your Valuable Information!

These jackets allow you to keep important information together. They can be used to keep personal papers in order, transfer files within your business or impress your customer by placing all their papers in one of these jackets for safekeeping.

Available in five colors and manila, we offer seven pre-designed formats or submit your custom design. Choose one of four colors for your imprint – black, blue, red, or green. For a slight up-charge you can have both sides printed.



**A Document Jackets**  
**359940 & 399940**  
 100# Manila Tag, 12" x 9 1/4"  
 Imprint area 10 1/8" x 8 1/2"  
 Front or Back

Format 1 - Automotive

### A Document Jackets - Manila

Cat. No.	Wt. per 1000		Lot Prices			
			250	500	1000	2500
399940	58#	Imprinted	165.67	222.80	318.17	626.51
359940	58#	Blank	124.31	189.43	287.82	598.64

Printing on second side for additional charge. (R)  
 Printed on 100# Manila Tag.

### B Document Jackets - Colors

Color	Cat. No.	Wt. per 1000	Imprinted Lot Prices			
			250	500	1000	2500
Canary	399955	58#	205.96	265.79	390.53	892.62
Blue	399956	58#	205.96	265.79	390.53	892.62
Green	399957	58#	205.96	265.79	390.53	892.62
Pink	399958	58#	205.96	265.79	390.53	892.62
White	399959	58#	205.96	265.79	390.53	892.62

Blank Lot Prices						
Canary	359955	58#	154.55	212.65	370.22	864.76
Blue	359956	58#	154.55	212.65	370.22	864.76
Green	359957	58#	154.55	212.65	370.22	864.76
Pink	359958	58#	154.55	212.65	370.22	864.76
White	359959	58#	154.55	212.65	370.22	864.76

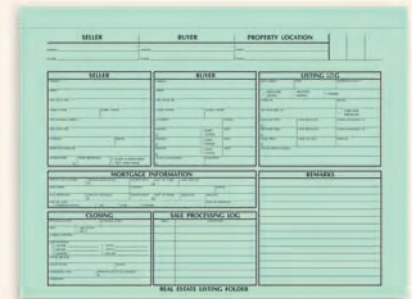
Printing on second side for additional charge. (R)  
 Printed on 28# Prism.

### Available Ink Colors

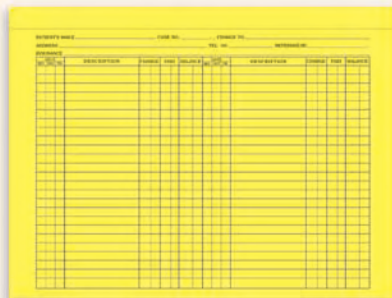


Choose from one of our standard formats or submit your custom copy.

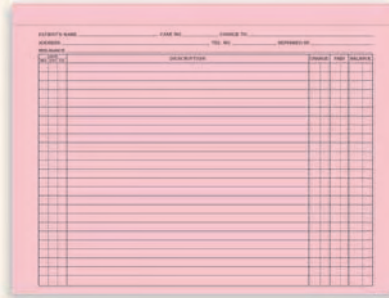
**B Document Jackets**  
 28# Prism-Colors  
 Document Jacket, 12" x 9 1/4"  
 Imprint area 10 1/8" x 8 1/2"



Format 2 - Real Estate



Format 3 - Medical 1



Format 4 - Medical 2



Format 5 - Personnel



Format 6 - Job Ticket



Format 7 - Wedding

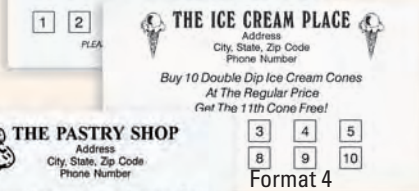




Format 1



Format 2



Format 3



Format 4



## A 2" x 3½" Diner Cards

Cat. No.	DC-	Pts.	Wt. per 1000	Lot Prices - Black Ink	
				500	1000
4601		1	3#	39.31	43.09

Black ink is standard. Other colors are available at an upcharge.  
See page 63 for ink color selections.  
Back printing available for \$31.32(R).  
Printed on #65 White Accent Opaque Card Stock.

## B Placemats

Cat. No.	PM-	Description	Size	Wt. per 1000	Lot Prices - Black Ink	
					500	1000
7710*		Kelly Green Linen	9½" x 13⅝"	10#	29.70	42.34
7712		Grey Linen	9½" x 13⅝"	10#	29.70	42.34
7713*		Maroon Linen	9½" x 13⅝"	10#	29.70	42.34
7714		Greek Key Bond - small	8½" x 13"	10#	19.98	28.51
7718		Filigree Bond - small	8½" x 13"	10#	19.98	28.51

Most available imprinted. Black ink only with additional charge.  
\*Not available imprinted.

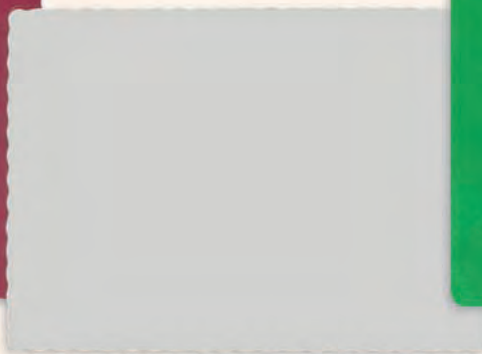
## A Frequent Diner Cards

2" x 3½"  
Imprint area 1½" x 3"

## B Linen Placemats



PM-7713



PM-7712

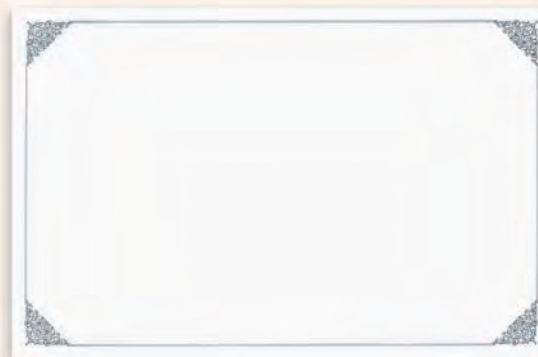


PM-7710

## B Bond Placemats



PM-7714



PM-7718

## Taking Care of Your Guests is Priority One!

If that care starts at the front door with valet parking, then our sturdy Valet Parking Tags will make keeping track of guests' vehicles easy. Three sections provide a large numbered tag to hang on the car mirror, a section for the parker's reference and a claim tag for your guest.

The two-part Guest Registration Form is fast and easy to fill out. The top part can be handed to your guest. Part two is for your files and has space on the back for additional charges.

Once your guest is checked in, you can hand them their key card in a professional folder featuring important information about your hotel/motel.

### A VC-800 - Valet Parking Tag

Cat. No.	VC-	Wt. per 10 pkgs	Blank Lot Prices				
			1 pkg	2 pkg	5 pkg	10 pkg	20 pkg
800-1		5#	37.69	42.88	76.68	109.51	213.73
			Imprinted Lot Prices				
800-1		5#	58.86	59.83	100.33	139.54	266.22

Pre-numbered - no choice of starting number. (R)  
100 per package.

### B GRCC-694 - Hotel Guest Registration Form

Cat. No.	GRCC-	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
694-2		2	6#	53.35	88.88	148.18	266.76	378.00

Part 2 is white tag. (R)

### C 4805 - Key Card Holder - One curved pocket

Cat. No.	No.	Wt. per 1000	Blank Lot Prices				
			100	250	500	1000	2500
4805		1#	55.08	91.69	152.82	254.88	573.26
			Lot Prices - Imprinted				
4805		1#	74.84	117.94	185.76	294.08	656.32

Not available numbered. (R)

### D 4806 - Key Card Holder - One pocket, unglued

Cat. No.	No.	Wt. per 1000	Blank Lot Prices				
			100	250	500	1000	2500
4806		1#	43.42	70.85	118.15	196.88	426.71
			Lot Prices - Imprinted				
4806		1#	63.07	97.20	151.09	236.30	510.30

Not available numbered. (R)

### B GRCC-694 - Snap-A-Part

Hotel Guest Registration Form, 4¼" x 5¼"  
Imprint area 1" x 4"  
Imprint includes your 'check out' time choice.

### A VC-800 - Valet Parking Tag

3½" x 7", 1-Part  
Imprint area ¾" x 2¾"



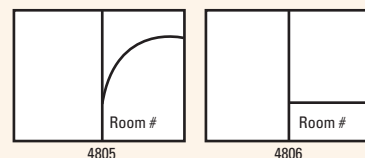
### C 4805 - Key Card Holder

One Curved Pocket  
2¾" x 4½" (closed)  
Imprint area 2¼" x 1"

### D 4806 - Key Card Holder

One Pocket Unglued  
3" x 4¼" (closed)  
Imprint area 2¼" x 1"

### Card Holder, Inside Layout



End of Pt. 1

**GUEST CHECK**  
001004

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18

FOOD  
TAX  
TOTAL

BAR

BAR TOTAL  
FOOD TOTAL

PLEASE PAY THIS AMOUNT →

YOUR COMPANY NAME  
STREET ADDRESS  
CITY, STATE, ZIP CODE  
TELEPHONE NUMBER

GUEST RECEIPT  
001004

**A NS-247**  
**Snap-A-Part**  
Guest Check, 4¼" x 9"  
Imprint area ⅝" x 3½"

## ! Starting Number

Choose a six-digit starting number for your imprinted form at no extra charge! Otherwise, we will start with 001001. Four, five and seven-digit numbering available at an additional charge. See page 131 for pricing.

Blank forms will be sequentially numbered unless specified otherwise.

## ! Special!

We will pad your Guest Checks in sets of 50 with a firm glue binding and backer for just \$3.78(R) per 1000.

End of Pt. 1 of 4622

**GUEST CHECK**  
001001

1  
2  
3  
4  
5  
6  
7  
8  
9

FOOD  
BEVERAGE  
SUB TOTAL  
TAX  
TOTAL

YOUR COMPANY NAME  
STREET ADDRESS  
CITY, STATE, ZIP CODE  
TELEPHONE NUMBER

GUEST RECEIPT  
001001

**C 4611, 4622**  
**Snap-A-Part**  
Guest Check, 4¼" x 6½"  
Imprint area ⅝" x 3½"

End of Pt. 1

**GUEST CHECK**  
001001

BEVERAGE

Thank You

Thank You

YOUR COMPANY NAME  
STREET ADDRESS  
CITY, STATE, ZIP CODE  
TELEPHONE NUMBER

001001

Backer



## B 4901, 4902, 4905 - Snap-A-Part

Guest Check, 4½" x 9"  
Imprint area ⅝" x 3½"

### A NS-247 - Snap-A-Part

Cat. No.	Pts.	Wt. per 2500	Imprinted Impact Paper Lot Prices			
			2500	5000	10000	15000
247	2	25#	287.50	533.41	1,032.48	1,539.22
Blank Impact Paper Lot Prices						
247	2	25#	131.33	255.74	504.79	747.58

All checks will be imprinted in brown ink unless otherwise specified. (R)

### B 4901, 4902, 4905 - Snap-A-Part

Cat. No.	Pts.	Wt. per 2500	Imprinted Carbonless Lot Prices			
			2500	5000	10000	15000
see above	2	23#	287.50	533.41	1,032.48	1,539.22
Blank Carbonless Lot Prices						
see above	2	23#	131.33	255.74	504.79	747.58

All checks will be imprinted in brown ink unless otherwise specified. (R)

### C 4611, 4622 - Snap-A-Part

Cat. No.	Pts.	Wt. per 2500	Imprinted Carbonless Lot Prices			
			2500	5000	10000	15000
4611	1	13#	204.98	370.87	716.47	1,057.32
4622	2	17#	262.76	483.95	933.88	1,387.37
Blank Carbonless Lot Prices						
4611	1	13#	94.39	172.80	333.40	494.21
4622	2	17#	154.66	293.33	575.75	854.06

All checks will be imprinted in brown ink unless otherwise specified. (R)

### D 4246 - Snap-A-Part

Cat. No.	Pts.	Wt. per 2500	Carbonless Lot Prices			
			2500	5000	10000	15000
4246	2	13#	107.24	208.22	398.63	566.46

No choice of starting number.  
Not available imprinted. (R)

### E 4651

Cat. No.	Pts.	Wt. per 2500	Imprinted Lot Prices			
			2500	5000	10000	15000
4651	1	13#	204.98	370.87	716.47	1,057.32
Blank Lot Prices						
4651	1	13#	94.39	172.80	333.40	494.21

All checks will be imprinted in brown ink unless otherwise specified. (R)

## Give Your Service Professionals the Best Form for the Job!

To avoid confusion or incorrect orders, choose from our variety of guest check forms – single, snap or padded for your service professionals to take orders. Each provides a detachable customer receipt and as an option may be padded into sets of 50.

Some checks feature phantoms to advertise your restaurants specialties (see #4901-4905). Choose between our compact sizes for versatile use and our longer versions that let you list food and bar tabs on the front with additional room for lengthy orders.



Part 2

**D 4246 - Snap-A-Part**  
Guest Check, 3 $\frac{3}{8}$ " x 6 $\frac{1}{2}$ "



Backer

**E 4651**  
Guest Check, 4 $\frac{1}{4}$ " x 6 $\frac{1}{2}$ "  
Imprint area  $\frac{3}{8}$ " x 3 $\frac{1}{2}$ "



Backer

**F 4851**  
Guest Check, 4 $\frac{1}{4}$ " x 9"  
Imprint area  $\frac{3}{8}$ " x 3 $\frac{1}{2}$ "



Backer

**G 4912, 4913 - Snap-A-Part**  
Guest Check, 4 $\frac{1}{4}$ " x 9"  
Imprint area  $\frac{3}{8}$ " x 3 $\frac{1}{2}$ "



Backer

**H 4918**  
Guest Check, 4 $\frac{1}{4}$ " x 9"  
Imprint area  $\frac{3}{8}$ " x 3 $\frac{1}{2}$ "

F 4851 - Guest Check		Imprinted Lot Prices						
Cat. No.	Pts.	Wt. per 2500	2500	5000	10000	15000	20000	
4851	1	19#	221.18	403.70	769.39	1,144.48	1,510.81	
Blank Lot Prices								
4851	1	19#	112.10	208.22	407.70	610.63	799.74	

All checks will be imprinted in brown ink unless otherwise specified. (R)

G 4912, 4913 - Snap-A-Part		Imprinted Carbonless Lot Prices						
Cat. No.	Pts.	Wt. per 2500	2500	5000	10000	15000	20000	
4912	2	24#	287.50	533.41	1,032.48	1,539.22	2,037.20	
		per 2000	2000	6000	10000	16000	20000	
4913	3	27#	292.90	829.22	1,347.62	2,148.12	2,669.87	
Blank Carbonless Lot Prices								
4912	2	24#	131.33	255.74	504.79	747.58	983.99	
		per 2000	2000	6000	10000	16000	20000	
4913	3	27#	215.78	629.10	1,035.07	1,641.17	2,032.56	

All checks will be imprinted in brown ink unless otherwise specified. (R)

H 4918		Imprinted Lot Prices						
Cat. No.	Pts.	Wt. per 2500	2500	5000	10000	15000	20000	
4918	1	18#	221.18	403.70	769.39	1,144.48	1,510.81	
Blank Lot Prices								
4918	1	18#	112.10	208.22	407.70	610.63	799.74	

All checks will be imprinted in brown ink unless otherwise specified. (R)



**A 4928**  
Guest Check, 4 1/4" x 9"  
Imprint area 5/8" x 3 1/2", Bi-Lingual



**B 4929 - Snap-A-Part**  
Guest Check, 4 1/4" x 9"  
Imprint area 5/8" x 3 1/2", Bi-Lingual

If your guests are Bi-Lingual,  
the 4928 or 4929  
may work best for you.



**C BR-598 - Snap-A-Part**  
Guest Check, 5" x 9"  
Imprint area 5/8" x 3 1/2"

Backer



**D 202**  
Guest Check, 4 1/4" x 8 1/2"

Backer



**E 204**  
Guest Check, 4 1/4" x 9"

Backer

**A 4928 - Guest Check, Bi-Lingual**

Cat. No.	Pts.	Wt. per 2500	Imprinted Lot Prices				
			2500	5000	10000	15000	20000
4928	1	18#	221.18	403.70	769.39	1,144.48	1,510.81
			Blank Lot Prices				
4928	1	18#	112.10	208.22	407.70	610.63	799.74

Imprinted in brown ink. Bi-Lingual. (R)

**B 4929 - Guest Check, Bi-Lingual, Snap-A-Part**

Cat. No.	Pts.	Wt. per 2500	Imprinted Carbonless Lot Prices				
			2500	5000	10000	15000	20000
4929	2	24#	251.32	466.45	902.66	1,345.68	1,781.14
			Blank Carbonless Lot Prices				
4929	2	24#	114.80	223.56	441.29	653.51	860.22

Imprinted in brown ink. Bi-Lingual. (R)

**C BR-598 - Guest Check, Snap-A-Part**

Cat. No.	Pts.	Wt. per 2500	Imprinted Impact Paper Lot Prices				
			2500	5000	10000	15000	20000
BR-598-1	1	21#	220.54	396.25	728.78	1,062.83	1,376.78
BR-598-2	2	28#	320.76	620.68	1,208.52	1,672.27	2,173.93
			Blank Impact Paper Lot Prices				
BR-598-1	1	21#	128.52	230.36	444.96	644.00	827.50
BR-598-2	2	28#	218.92	419.80	828.04	1,224.61	1,609.42

All checks will be imprinted in brown ink unless otherwise specified. (R)

**D 202 - Guest Check**

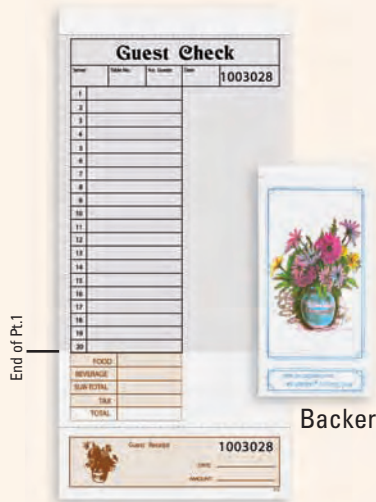
Cat. No.	Pts.	Wt. per 2000	Lot Prices				
			2000	4000	8000	20000	48000
202	1	12#	83.05	143.75	241.16	526.82	1,190.27

No choice of starting number. (R)  
Not available imprinted.

**E 204 - Guest Check, Snap-A-Part**

Cat. No.	Pts.	Wt. per 2000	Carbonless Lot Prices				
			2000	4000	8000	20000	48000
204	3	22#	179.06	331.88	630.83	1,522.80	3,577.39

No choice of starting number. (R)  
Not available imprinted.



Backer

**G 312**  
Guest Check, 4¼" x 9"



Backer

**H 412**  
Guest Check, 4¼" x 9"



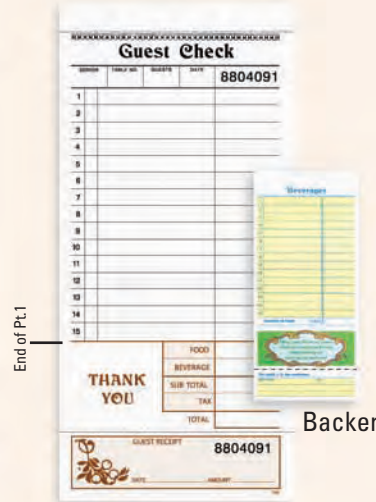
Backer

**I 422**  
Guest Check, 4¼" x 6½"



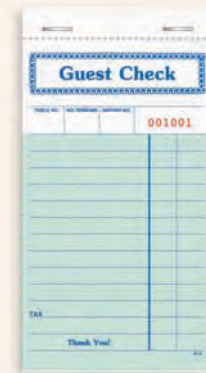
Backer

**J 434**  
Guest Check, 4¼" x 9"



Backer

**K 700**  
Guest Check, 4¼" x 9"



**L 814**  
Guest Check Pad, 3½" x 6"  
100 Checks per pad

Cat. No.	Pts.	Wt. per 2000	Impact Paper Lot Prices			
			2000	4000	8000	20000
312	2	22#	104.98	204.55	403.81	983.99
No choice of starting number. (R)						
Not available imprinted.						

Cat. No.	Pts.	Wt. per 2000	Impact Paper Lot Prices			
			2000	4000	8000	20000
412	2	22#	104.98	204.55	403.81	983.99
No choice of starting number. (R)						
Not available imprinted.						

Cat. No.	Pts.	Wt. per 2000	Impact Paper Lot Prices			
			2000	4000	8000	20000
422	2	16#	103.36	175.28	314.93	718.63
No choice of starting number. (R)						
Not available imprinted.						

Cat. No.	Pts.	Wt. per 2000	Carbonless Lot Prices			
			2000	4000	8000	20000
434	2	22#	104.98	204.55	403.81	983.99
No choice of starting number. (R)						
Not available imprinted.						

Cat. No.	Pts.	Wt. per 40 Pads	Carbonless Lot Prices		
			40 Pads	200 Pads	400 Pads
700	2	22#	135.86	244.84	443.66
No choice of starting number. (R)					
Not available imprinted.					

Cat. No.	Pts.	Wt. per 40 Pads	Lot Prices	
			40 Pads	200 Pads
814	1	8#	32.94	153.04
No choice of starting number. (R)				
Not available imprinted.				



### A GC-784 - Wrap-Around Book

Gift Certificate, 3½" x 8½"  
Imprint area ¾" x 3½"  
7" x 8½" overall



### B GC-780-783, GC-785-788 Snap-A-Part

Gift Certificates, 3½" x 8½"  
Imprint area 1" x 4"



**Multi-part color sequence...**  
Colors correspond to sequence and number of parts selected in your order.

### Gift Certificates Bring You New Customers!

Four optional colors available, or choose the certificate with the appearance of engraved-money scrollwork. The heavy presentation-grade paper of part one and the classy-looking matching presentation envelope (not imprinted) will impress your customers. The last part provides a copy for their records.

To help you merchandise the certificates, you'll receive a 5" x 8" gift certificate counter top announcement card on items B and C **FREE!**

Keep all your certificates together by binding 50 in a book with a wrap-around cover for a slight additional charge of \$10.36(R) per 1000.

### A GC-784 - Wrap-Around Book

Cat No.	GC-	Pts.	Wt. per 5 Bks	Carbonless Lot Prices			
				5 Bks	10 Bks	15 Bks	
784-3		3	12#	135.00	217.62	297.43	366.88

100 Gift Certificates, 50 sheets sets. (R)

### B GC-780-783, GC-785-788 - Snap-A-Part

Color	Cat. No.	GC-	Pts.	Wt. per 250	Carbonless Lot Prices				
					250	500	1000	2000	3000
Marble Background Colors									
Blue	780-2		2	5#	76.03	110.81	182.09	328.10	473.15
Red	781-2		2	5#	76.03	110.81	182.09	328.10	473.15
Green	782-2		2	5#	76.03	110.81	182.09	328.10	473.15
Orange	783-2		2	5#	76.03	110.81	182.09	328.10	473.15
Screened Background Colors									
Blue	785-2		2	5#	76.03	110.81	182.09	328.10	473.15
Red	786-2		2	5#	76.03	110.81	182.09	328.10	473.15
Green	787-2		2	5#	76.03	110.81	182.09	328.10	473.15
Orange	788-2		2	5#	76.03	110.81	182.09	328.10	473.15

(R)

### ! Starting Number

Choose a six-digit starting number for your imprinted form at no extra charge! Otherwise, we will start with 001001. Four, five and seven-digit numbering available at an additional charge. See page 131 for pricing.

Blank forms will be sequentially numbered unless specified otherwise.



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%



**C GC-790-793 - Wire Bound Book**

Color	Cat. No. GC-	Pts.	Wt. per 2 Bks	Imprinted Carbonless Lot Prices				
				2(300)	4(600)	6(900)	8(1200)	10(1500)
Balloons	793-2	2	4#	101.74	193.75	275.40	348.41	411.37
Blue	790-2	2	4#	101.74	193.75	275.40	348.41	411.37
Red	791-2	2	4#	101.74	193.75	275.40	348.41	411.37
Green	792-2	2	4#	101.74	193.75	275.40	348.41	411.37
Blank Carbonless Lot Prices								
Blank	Blank	2	4#	91.48	174.10	248.18	313.42	369.90

Select from 3 background colors or balloon pattern for gift certificates.



Free envelopes with Gift Certificate orders!



**C GC-790-793 - Wire Bound Book**

Gift Certificates, 3 7/8" x 8 1/2"  
Imprint area 1" x 4"  
11" x 8 1/2" overall  
150 certificates per book

**D GCD-784 - Gift Certificate Display**

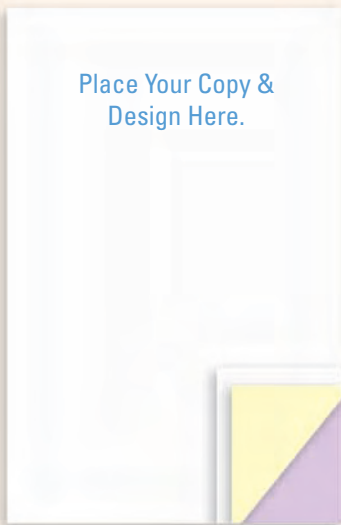
Cat. No. GCD	Wt. each	Price
784-5	2#	23.11



**D GCD-784 Gift Certificate Display**  
8 1/2" x 11"

Free Counter Top Sign with your order!  
Items B & C only.





## Full Body Crash Printed

### ! Maximum Imprint Area

Form Size	Imprint Size
4 1/4" x 7"	3 3/4" x 6 1/4"
5 7/8" x 8 1/2"	5" x 7 3/4"
8 1/2" x 7"	8" x 6 1/4"
8 1/2" x 8 1/2"	8" x 7 3/4"
8 1/2" x 11"	8" x 10 1/4"

## Design A Form That Works For Your Business!

Increase the efficiency and convenience of your record keeping while decreasing the possibility of error or oversight when you design your own "goof-proof" forms. Customers will love your custom snap forms because you give them the exact information they want.

Choose from one of four standard ink colors for your imprint red, green, blue or black. These forms are full body crash imprinted so fine lines, screens and heavy solids do not reproduce well.

### Snap-A-Part - 2 Part

Size	Cat. No. DFCC	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
4 1/4" x 7"	830-2	2	6#	72.04	89.96	131.65	214.81	294.41
5 7/8" x 8 1/2"	831-2	2	9#	77.98	101.74	154.76	260.82	365.04
8 1/2" x 7"	832-2	2	10#	83.48	110.59	171.40	291.71	418.50
8 1/2" x 11"	834-2	2	16#	106.92	140.29	188.03	367.42	539.24
8 1/2" x 11"	835-2*	2	25#	104.11	143.53	234.47	445.28	658.69

\*Last part is manila tag. (R)  
No back printing available.

### Snap-A-Part - 3 Part

Size	Cat. No. DFCC	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
4 1/4" x 7"	830-3	3	9#	78.84	104.00	158.87	269.24	380.81
5 7/8" x 8 1/2"	831-3	3	13#	88.24	121.82	195.16	337.82	468.22
8 1/2" x 7"	832-3	3	16#	99.79	141.48	230.36	407.27	584.39
8 1/2" x 8 1/2"	833-3	3	20#	112.10	157.90	256.18	450.90	648.00
8 1/2" x 11"	834-3	3	25#	123.12	179.93	298.73	536.54	778.14
8 1/2" x 11"	835-3*	3	35#	124.09	186.52	312.66	578.34	845.32
5 7/8" x 8 1/2"	836-3*	3	21#	89.10	124.20	199.91	346.79	499.82
8 1/2" x 8 1/2"	837-3*	3	26#	117.50	170.86	283.72	507.28	732.35

\*Last part is manila tag. (R)  
No back printing available.

### Snap-A-Part - 4 Part

Size	Cat. No. DFCC	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	3000
5 7/8" x 8 1/2"	831-4	4	20#	93.42	129.28	206.28	359.53	519.80
8 1/2" x 7"	832-4	4	25#	114.80	170.32	285.01	504.14	745.20
8 1/2" x 8 1/2"	833-4	4	26#	130.68	192.67	322.27	575.42	832.03
8 1/2" x 11"	834-4	4	32#	135.43	207.58	356.62	657.83	957.53
8 1/2" x 11"	835-4*	4	43#	151.31	228.42	389.23	713.02	1,035.94
5 7/8" x 8 1/2"	836-4*	4	27#	99.04	143.64	238.68	424.76	617.33

\*Last part is manila tag. (R)  
No back printing available.



### Special Feature Prices

Cat.No.	Quantity Lot Prices				
	250	500	1000	2000	3000
<b>Numbering on Imprinted Forms/Books</b>					
310025	12.53	12.53	17.28	34.02	50.33
<b>2-Hole Punch</b>					
310050	22.79	22.79	22.79	27.00	31.10
<b>3-Hole Punch</b>					
310056	35.96	35.96	35.96	40.28	44.71
<b>Heavy/Full Custom Composition</b>					
310020	149.04 all quantities				
<b>Medium Composition Changes/Deletions</b>					
310015	60.26 all quantities				
<b>Light Composition</b>					
310014	23.00 all quantities				
<b>Snaps Bound in Books of 50</b>					
330021	10.36 per 1000 all quantities				
<b>Fax Proof</b>					
310007	14.58 per proof				

(R)



Add your company's name, address and phone number in one of four colors!  
For blank forms, subtract 30%



Multi-part color sequence...  
Colors correspond to sequence and number of parts selected in your order.

Envelopes available  
on Page 68.



**Design The Form You Need!**

Can't find a stock form that works for your business? Design your own with the columns, lines and spaces you need. Add your company logo or use one of our stock logos and choose up to two PMS colors for your form.

Back printing and part-to-part changes are not available. Available without stub. Please request this option when placing your order.

**1-Part Laser**

Size	Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
				250	500	1000	2000	5000
8½" x 11"	DFCSF-829-1	1	11#	84.24	112.43	176.80	304.02	737.75

**2-Part Carbonless - Snap-A-Part**

Size	Last Pt. Perf	Last Pt. Tag	Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
						250	500	1000	2000	5000
4¼" x 7"	Yes	No	DFCSF-823-2	2	8#	76.79	100.12	154.55	262.66	367.42
5½" x 8½"	Yes	No	DFPC-089-2	2	10#	96.66	128.84	204.98	374.87	910.12
8½" x 7"	Yes	No	DFPC-099-2	2	13#	105.52	140.72	221.62	381.24	924.80
8½" x 8½"	Yes	No	DFPC-023-2	2	14#	108.86	145.04	228.31	392.90	952.45
8½" x 11"	Yes	No	DFPC-069-2**	2	16#	112.43	149.69	235.87	405.76	983.34
8½" x 11"	Yes	Yes*	DFCSF-889-2	2	25#	123.34	164.70	259.42	446.15	1,082.27
8½" x 14"	Yes	No	DFPC-079-2	2	19#	129.06	172.15	271.08	466.45	1,131.62

\*Tag = Buff 33#.

\*\*Also available as DFCSF-829-2 item number.

**3-Part Carbonless - Snap-A-Part**

Size	Last Pt. Perf	Last Pt. Tag	Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
						250	500	1000	2000	5000
4¼" x 7"	Yes	No	DFCSF-823-3	3	12#	85.10	117.40	188.68	331.02	475.09
5½" x 8½"	Yes	No	DFPC-089-3	3	16#	102.60	136.84	247.54	449.28	1,008.83
8½" x 7"	Yes	No	DFPC-099-3	3	19#	131.54	175.39	291.49	505.55	1,226.12
8½" x 8½"	Yes	No	DFPC-023-3	3	22#	135.54	180.68	300.02	520.78	1,262.30
8½" x 11"	Yes	No	DFPC-069-3**	3	25#	139.97	186.52	309.85	537.84	1,304.21
8½" x 11"	Yes	Yes*	DFCSF-889-3	3	35#	154.01	204.98	340.96	551.45	1,337.04
8½" x 14"	Yes	No	DFPC-079-3	3	29#	160.81	214.49	356.29	618.41	1,499.80

\*Tag = Buff 33#.

\*\*Also available as DFCSF-829-3 item number.

**4-Part Carbonless - Snap-A-Part**

Size	Last Pt. Perf	Last Pt. Tag	Cat. No.	Pts.	Wt. per 1000	Carbonless Lot Prices				
						250	500	1000	2000	5000
5½" x 8½"	Yes	No	DFPC-089-4	4	22#	109.40	145.80	269.24	484.70	1,117.26
8½" x 7"	Yes	No	DFPC-099-4	4	25#	156.28	208.33	357.70	658.91	1,598.29
8½" x 8½"	Yes	No	DFPC-023-4	4	30#	160.92	214.70	368.28	678.78	1,645.60
8½" x 11"	Yes	No	DFPC-069-4**	4	32#	166.00	221.40	380.48	700.70	1,699.27
8½" x 11"	Yes	Yes*	DFCSF-889-4	4	43#	182.95	243.86	418.28	771.12	1,869.37
8½" x 14"	Yes	No	DFPC-079-4	4	39#	191.16	254.77	437.72	806.00	1,962.58

\*Tag = Buff 33#.

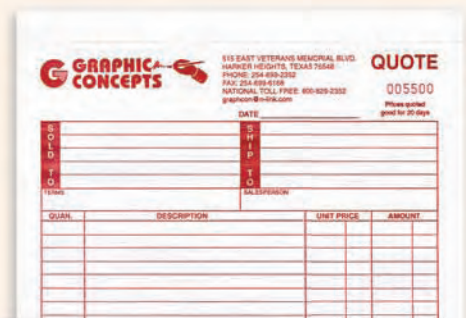
\*\*Also available as DFCSF-829-4 item number.



All original - each part is individually printed.

See pages 114-115 for Ready To Go Formats.

Envelopes available on Page 68.



**Maximum Imprint Area**

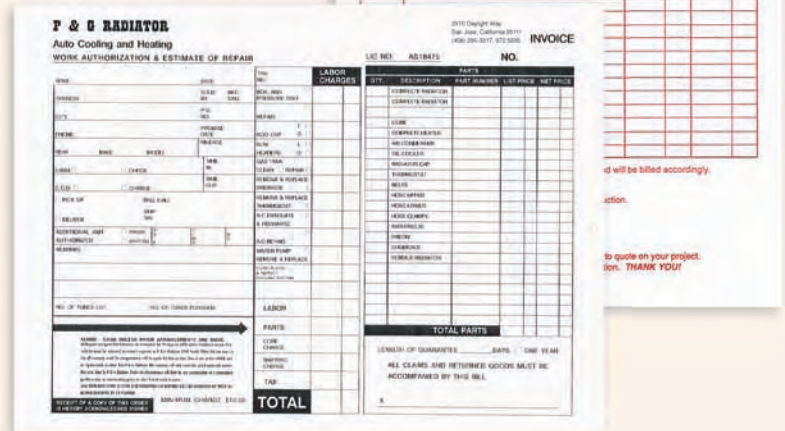
Form Size	Imprint Size
4¼" x 7"	3¾" x 6½"
5½" x 8½"	5" x 8"
8½" x 7"	8" x 6½"
8½" x 8½"	8" x 8"
8½" x 11"	8" x 10½"
8½" x 14"	8" x 13½"



See page 114 for additional charges.



Multi-part color sequence... Colors correspond to sequence and number of parts selected in your order.



## Predesigned Layout Options

**PA-11**  
 Proposal & Acceptance  
 Style No: PA-11  
 Form size: 8½" x 11"  
 Imprint area: 1" x 4"

**PA-21**  
 Proposal & Acceptance  
 Style No: PA-21  
 Form size: 8½" x 14"  
 Imprint area: 1" x 4"



### Special Feature Prices

Cat.No.	Quantity Lot Prices				
	250	500	1000	2000	3000
Numbering on Imprinted Forms/Books					
310025	12.53	12.53	17.28	34.02	50.23
2-Hole Punch					
310050	22.79	22.79	22.79	27.00	31.10
3-Hole Punch					
310056	35.96	35.96	35.96	40.28	44.71
Heavy/Full Custom Composition					
310020	149.04 all quantities				
Medium Composition Changes/Deletions					
310015	60.26 all quantities				
Light Composition					
310014	23.00 all quantities				
Snaps Bound in Books of 50					
330021	10.36 per 1000 all quantities				
Fax Proof					
310007	14.58 per proof				

(R)

**GS-11**  
 General Sales Style No: GS-11  
 Form size: 5½" x 8½"  
 Imprint area: 1" x 4"

**PO-11**  
 Purchase Order Style No: PO-11  
 Form size: 5½" x 8½"  
 Imprint area: ¾" x 3¼"

### Ordering Is Easy!

Choose:

- Number of forms per page
- Type of book binding
- Starting number
- Ink color
- Ready To Go style or submit your custom art
- Provide imprint information

**S0-11**  
 Sales Order, Style No: S0-11  
 Form size: 8½" x 11"  
 Imprint area: 1" x 4"

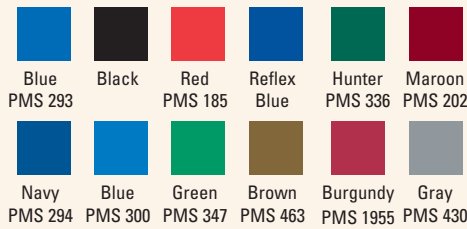
**S0-21**  
 Sales Order, Style No: S0-21  
 Form size: 8½" x 14"  
 Imprint area: 1" x 4"

**IN-21**  
 Invoice, Style No: IN-21  
 Form size: 8½" x 8½"  
 Imprint area: 1" x 4"

**IN-31**  
 Invoice, Style No: IN-31  
 Form size: 8½" x 11"  
 Imprint area: 1" x 4"

## Predesigned Layout Options

### ! Available Ink Colors



Color other than black \$29.16  
 Two Color Combo \$60.16  
 Proof \$14.58  
 Colors shown are approximate. (R)  
 Additional PMS ink colors may be special ordered for \$72.90(R). Please allow 3 additional days shipping time.



**Multi-part color sequence...**  
 Colors correspond to sequence and number of parts selected in your order.



Ready-To-Go Formats on pages 114 and 115 available as Snap-A-Part (prices page 113) or Books (prices page 116).

**PO-21**  
 Purchase Order  
 Style No: PO-21  
 Form size: 8½" x 7"  
 Imprint area: 1" x 4"

**PO-31**  
 Purchase Order  
 Style No: PO-31  
 Form size: 8½" x 8½"  
 Imprint area: 1" x 4"

**CO-21**  
 Change Order  
 Style No: CO-21  
 Form size: 8½" x 14"  
 Imprint area: 1" x 4"

**CO-11**  
 Change Order  
 Style No: CO-11  
 Form size: 8½" x 11"  
 Imprint area: 1" x 4"

**RF-11**  
 Receiving Form  
 Style No: RF-11  
 Form size: 5½" x 8½"  
 Imprint area: 1" x 4"

**IN-11**  
 Invoice  
 Style No: IN-11  
 Form size: 8½" x 7"  
 Imprint area: 1" x 4"



**BEST SELLER**  
5 1/2" x 8 1/2"



All original – each part is individually printed.

## Forms That Work For Your Business!

Use these three easy steps to place your order:

- Step 1** - Choose the sales book size.
- Step 2** - Determine parts needed.
- Step 3** - Send us your camera-ready art.

To personalize your sales book, add a custom or stock logo. Choose up to two colors to complete your book.

Back printing and part-to-part art changes are not available.

See Pages 114 and 115 for Ready-To-Go Formats.

### ! Special Feature Prices

Cat.No.	Quantity Lot Prices					
	5	10	20	25	50	100
<b>Numbering on Imprinted Forms/Books</b>						
310025	12.53	12.53	17.28	21.60	42.53	83.89
<b>2-Hole Punch</b>						
310050	22.79	22.79	22.79	28.49	33.75	36.28
<b>3-Hole Punch</b>						
310056	35.96	35.96	35.96	44.95	50.35	53.14
<b>Heavy/Full Custom Composition</b>						
310020	149.04 all quantities					
<b>Medium Composition Changes/Deletions</b>						
310015	60.26 all quantities					
<b>Light Composition</b>						
310014	23.10 all quantities					
<b>Fax Proof</b>						
310007	14.58 per proof					

(R)

### ! Maximum Imprint Area

Form Size	Imprint Size
3 3/8" x 8 1/2"	3 3/8" x 8"
5 1/2" x 8 1/2"	5" x 8"
8 1/2" x 7"	8" x 6 1/2"
8 1/2" x 8 1/2"	8" x 8"
8 1/2" x 11"	8" x 10 1/2"
8 1/2" x 14"	8" x 13 1/2"

### ! Book Construction

Manifold

- Front Flap
- White Stock
- Wrap-around Flap
- Stitched & Taped (black)

Economy

- No Front Flap
- Manila Stock
- Wrap-around Flap
- Stitched, No Tape

Envelopes available on Page 68.

### 2-Part Carbonless - Stitched - 50 Sets Per Book

Size	Book Constr.	Last Pt. Perf.	Cat. No.	Pts.	Wt. 10 Bks	Carbonless Lot Prices				
						10	20	25	50	100
3 3/8" x 8 1/2"	Economy	Yes	DFCSB-828-2	2	4#	107.35	158.11	188.14	357.80	670.90
5 1/2" x 8 1/2"	Manifold	No	DFMB-034-2	2	5#	134.35	235.44	275.94	506.84	918.86
5 1/2" x 8 1/2"	Economy	Yes	DFCSB-827-2	2	5#	131.33	232.85	272.70	500.36	905.80
8 1/2" x 7"	Manifold	No	DFMB-063-2	2	7#	146.77	239.44	274.75	504.36	983.99
8 1/2" x 8 1/2"	Manifold	No	DFMB-037-2	2	8#	152.50	239.87	278.10	519.80	1,013.47
8 1/2" x 11"	Manifold	No	DFMB-036-2	2	9#	155.84	247.54	280.80	537.19	1,024.92
8 1/2" x 14"	Manifold	No	DFMB-020-2	2	10#	178.09	282.85	329.40	611.60	1,188.86

(R)

### 3-Part Carbonless - Stitched - 50 Sets Per Book

Size	Book Constr.	Last Pt. Perf.	Cat. No.	Pts.	Wt. 10 Bks	Carbonless Lot Prices				
						10	20	25	50	100
3 3/8" x 8 1/2"	Economy	Yes	DFCSB-828-3	3	6#	117.83	184.79	204.98	394.96	745.42
5 1/2" x 8 1/2"	Manifold	No	DFMB-034-3	3	8#	144.83	256.07	295.06	550.69	1,017.47
5 1/2" x 8 1/2"	Economy	Yes	DFCSB-827-3	3	8#	140.29	250.88	290.52	542.81	991.22
8 1/2" x 7"	Manifold	No	DFMB-063-3	3	10#	181.12	303.48	358.78	659.99	1,287.25
8 1/2" x 8 1/2"	Manifold	No	DFMB-037-3	3	12#	186.52	312.44	362.56	679.86	1,326.46
8 1/2" x 11"	Manifold	No	DFMB-036-3	3	13#	191.92	321.41	366.98	701.03	1,352.92
8 1/2" x 14"	Manifold	No	DFMB-020-3	3	15#	220.32	368.06	430.38	801.79	1,557.79

(R)

**No Lost Forms!**

With stitched or twin loop wire bound multiform books, you don't need to worry about lost forms. Add a custom cover for a quality professional business tool.

**Stitched**

- Side-stitched for durability
- Heavy duty wire staples
- Wrap around flap
- Attractive matte black spine tape
- White stock front cover
- Most economical

**Wire**

- Book lays flat when opened
- Plastic-coated heavy gauge wire
- Won't "spring" like spiral binding
- Includes wrap-around cover with flyleaf
- Top of the line
- White stock front cover

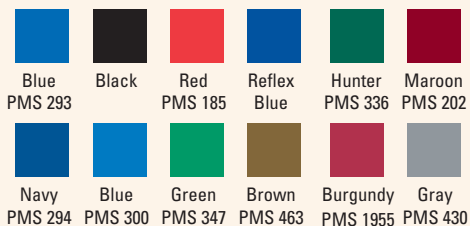


**Special Feature Prices**

Cat.No.	Quantity Lot Prices					
	5	10	20	25	50	100
<b>Numbering on Imprinted Forms/Books</b>						
310025	12.53	12.53	17.28	21.60	42.53	83.89
<b>2-Hole Punch</b>						
310050	22.79	22.79	22.79	28.49	33.75	36.29
<b>3-Hole Punch</b>						
310056	35.96	35.96	35.96	44.95	50.35	53.14
<b>Heavy/Full Custom Composition</b>						
310020	149.04 all quantities					
<b>Medium Composition Changes/Deletions</b>						
310015	60.26 all quantities					
<b>Light Composition</b>						
310014	23.00 all quantities					
<b>Fax Proof</b>						
310007	14.58 per proof					

(R)

**Available Ink Colors**



Color other than black	\$29.16
Two Color Combo	\$60.16
Proof	\$14.58

Colors shown are approximate. (R)  
Additional PMS ink colors may be special ordered for \$72.90(R). Please allow 3 additional days shipping time.



**Shipping & Delivery**

All orders, whether Ready-To-Go or Custom, will be shipped in just 7 working days after fax proof is signed and returned.

## Two-On-A-Page

### Ordering Is Easy!

Choose:

- Number of forms per page
- Type of book binding (see pg 117)
- Starting number
- Ink color
- Ready To Go style or submit your custom art
- Provide imprint information



### ! Sizes

Overall Size	8½" x 11"
Form Size	5½" x 8½"
Maximum Print Area	5½" x 8"

### Two-On-A-Page Books...

...works well for forms requiring more information, such as receipts, invoices or purchase orders. Choose a blank white cover or turn to page 123 to design your own custom cover.

#### 2-Part Carbonless - 100 Receipts/50 Sheet Sets

Bind	Last Pt. Perfed	Cat. No. DFCWB	Pts.	Wt. 10 Bks	Carbonless Lot Prices				
					10	20	25	50	100
Stitched	No	055-2	2	9#	133.70	242.57	268.38	512.57	967.68
Wire	No	057-2	2	9#	162.43	300.02	340.31	643.57	1,745.28

(R)

#### 3-Part Carbonless - 100 Receipts/50 Sheet Sets

Bind	Last Pt. Perfed	Cat. No. DFCWB	Pts.	Wt. 10 Bks	Carbonless Lot Prices				
					10	20	25	50	100
Stitched	No	055-3	3	19#	217.30	392.15	440.64	832.25	1,615.14
Wire	No	057-3	3	19#	246.13	449.28	512.35	975.67	1,902.20

(R)

All formats available with stitched or wire binding!

#### PO-12 - Ready To Go Format

Purchase Order Style No: PO-12  
Form size: 5½" x 8½"  
Imprint area: ¾" x 5"

#### PO-22 - Ready To Go Format

Purchase Order Style No: PO-22  
Form size: 5½" x 8½"  
Imprint area: ¾" x 5"

Back printing and part-to-part changes are not available. Last part is not perforated.

### Three-On-A-Page Books...

...have numerous uses. They work well for receipts and raffle tickets to name just a few.



**Multi-part color sequence...**  
Colors correspond to sequence and number of parts selected in your order.

### Book Construction

- !** Economy
  - Wire Bound
  - White Stock cover
  - Insert Sheet (to prevent write thru)
  - No Wrap-around

Stitched and Wired  
• See page 117

### 2-Part Carbonless

# Sheet		Bind	Last Pt. Perfed	Cat. No. DFCWB	Pts.	Wt. 5 Bks	Carbonless Lot Prices				
Sets	# Receipts/Bk						5	10	25	50	100
50	150	Stitched	No	066-2	2	8#	89.86	133.70	268.38	512.57	967.68
50	150	Wire	No	068-2	2	8#	104.11	162.43	340.31	643.57	1,254.53
63	189	Stitched	No	060-2	2	8#	117.07	175.93	356.94	667.22	1,293.73
63	189	Wire	No	062-2	2	8#	131.11	204.44	428.87	810.97	1,580.90
75	225	Economy	No	826-2	2	10#	153.79	240.08	499.50	954.07	--
75	225	Economy	Yes	886-2	2	10#	153.79	240.08	499.50	954.07	--
50*	150	Stitched	No	027-2	2	7#	85.32	127.01	254.99	486.97	919.30
50*	150	Wired	No	028-2	2	7#	98.93	154.33	323.24	611.39	1,191.78

\*Note: Different form and overall size.

(R)

### 3-Part Carbonless

# Sheet		Bind	Last Pt. Perfed	Cat. No. DFCWB	Pts.	Wt. 5 Bks	Carbonless Lot Prices				
Sets	# Receipts/Bk						5	10	25	50	100
50	150	Stitched	No	066-3	3	9#	142.13	217.40	440.64	832.25	1,615.14
50	150	Wire	No	068-3	3	9#	156.60	245.92	512.35	975.67	1,902.20
50	150	Economy	No	826-3	3	10#	154.44	241.60	503.28	961.52	--
50	150	Economy	Yes	886-3	3	10#	154.44	241.60	503.28	961.52	--
42	126	Stitched	No	060-3	3	9#	117.29	177.88	358.78	676.51	1,310.15
42	126	Wire	No	062-3	3	9#	131.54	206.50	430.49	819.94	1,597.10
50*	150	Stitched	No	027-3	3	8#	135.00	206.50	418.61	790.67	1,534.36
50*	150	Wire	No	028-3	3	8#	148.82	233.60	486.76	926.86	1,807.06

\*Note: Different form and overall size.

(R)

### 4-Part Carbonless

# Sheet		Bind	Last Pt. Perfed	Cat. No. DFCWB	Pts.	Wt. 5 Bks	Carbonless Lot Prices			
Sets	# Receipts/Bk						5	10	25	50
50	150	Economy	No	826-4	4	14#	194.51	305.32	635.36	1,213.81

(R)

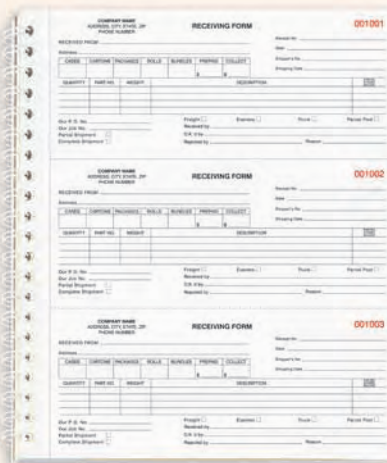
All formats available with stitched or wire binding!

See page 117 for Special Feature Charges and Ink Colors.



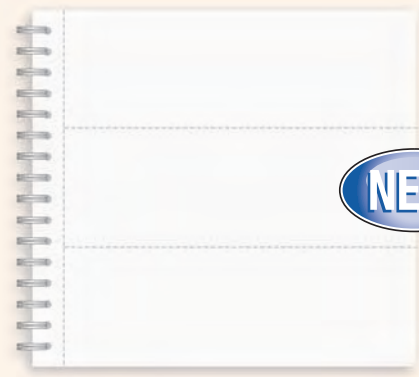
#### BL-11 - Ready To Go Format

Bill of Lading Style No: BL-11  
Form size: 3 3/8" x 8 1/2"



#### RF-13 - Ready To Go Format

Receiving Form Style No: RF-13  
Form size: 3 3/8" x 8 1/2"  
Imprint area: 1/2" x 2 3/4"



#### DFCWB-027 Stitches Book

Form size: 2 3/4" x 8 1/2"  
Imprint area: 2 1/8" x 8"  
Overall: 8 1/4" x 9 1/8"  
\*New size



#### DFCWB-028 Wire-O Book

Form size: 2 3/4" x 8 1/2"  
Imprint area: 2 1/8" x 8"  
Overall: 8 1/4" x 9 1/4"  
\*New size



#### ! Sizes

Overall Size	8 1/2" x 11"
Form Size	3 3/8" x 8 1/2"
Maximum Print Area	3" x 8"

**PO-13**  
Purchase Order Style No: PO-13  
Form size: 3<sup>3</sup>/<sub>8</sub>" x 8<sup>1</sup>/<sub>2</sub>"  
Imprint area: 1/2" x 4"

All formats available with stitched or wire binding!

**PO-23**  
Purchase Order Style No: PO-23  
Form size: 3<sup>3</sup>/<sub>8</sub>" x 8<sup>1</sup>/<sub>2</sub>"  
Imprint area: 1/2" x 4"

**RB-13**  
Receipt Book Style No: RB-13  
Form size: 3<sup>3</sup>/<sub>8</sub>" x 8<sup>1</sup>/<sub>2</sub>"  
Imprint area: 3/4" x 4"

See page 119 for pricing.

**RB-23**  
Receipt Book Style No: RB-23  
Form size: 3<sup>3</sup>/<sub>8</sub>" x 8<sup>1</sup>/<sub>2</sub>"  
Imprint area: 1" x 5"

**RB-33**  
Receipt Book Style No: RB-33  
Form size: 3<sup>3</sup>/<sub>8</sub>" x 8<sup>1</sup>/<sub>2</sub>"  
Imprint area: 1/4" x 2<sup>1</sup>/<sub>2</sub>"

### Ordering Is Easy!

Choose:

- Number of forms per page
- Type of book binding
- Starting number
- Ink color
- Ready To Go style or submit your custom art
- Provide imprint information



Multi-part color sequence... Colors correspond to sequence and number of parts selected in your order.



### Four-On-A-Page Books...

...have a smaller space for just the right amount of information. Phone message books, sales books and sales receipts are just a few of the many uses for these books.

#### 2-Part Carbonless

# Sheet		Bind	Last Pt. Perfed	Cat. No. DFCWB	Pts.	Wt. 5 Bks	Carbonless Lot Prices				
Sets	# Receipts/Bk						5	10	25	50	100
50	200	Stitched	No	083-2	2	8#	89.86	133.70	268.38	512.57	967.68
50	200	Wire	No	088-2	2	8#	104.11	162.43	340.31	643.57	1,254.53
63	252	Stitched	No	070-2	2	8#	117.07	175.93	356.94	667.22	1,293.73
63	252	Wire	No	072-2	2	8#	131.11	204.44	428.87	810.97	1,580.90
75	300	Economy	No	824-2	2	10#	153.79	240.08	499.50	954.07	--
75	300	Economy	Yes	884-2	2	10#	153.79	240.08	499.50	954.07	--

(R)



**Multi-part color sequence . . .**  
Colors correspond to sequence and number of parts selected in your order.

#### 3-Part Carbonless

# Sheet		Bind	Last Pt. Perfed	Cat. No. DFCWB	Pts.	Wt. 5 Bks	Carbonless Lot Prices				
Sets	# Receipts/Bk						5	10	25	50	100
50	200	Stitched	No	083-3	3	9#	142.13	217.40	440.64	832.25	1,615.14
50	200	Wire	No	088-3	3	9#	156.60	245.92	512.35	975.67	1,902.20
50	200	Economy	No	824-3	3	10#	154.44	241.60	503.28	961.52	--
50	200	Economy	Yes	884-3	3	10#	154.44	241.60	503.28	961.52	--
42	168	Stitched	No	070-3	3	9#	117.29	177.88	358.78	676.51	1,310.15
42	168	Wire	No	072-3	3	9#	131.54	206.50	430.49	819.94	1,597.10

(R)

### ! Book Construction

- Economy
- Wire Bound
  - White Stock cover
  - Insert Sheet (to prevent write thru)
  - No Wrap-around

- Stitched and Wired
- See page 117

#### 4-Part Carbonless

# Sheet		Bind	Last Pt. Perfed	Cat. No. DFCWB	Pts.	Wt. 5 Bks	Carbonless Lot Prices			
Sets	# Receipts/Bk						5	10	25	50
50	200	Economy	No	824-4	4	14#	204.34	320.54	667.12	1,274.62

(R)

### ! Sizes

Overall Size 8½" x 11"  
Form Size 2¾" x 8½"  
Maximum Print Area 2½" x 8"

All formats available with  
stitched or wire binding!

#### RB-14 - Ready To Go Format

Receipt Book Style No: RB-14  
Form size: 2¾" x 8½"  
Imprint area: ½" x 4"

#### PO-24 - Ready To Go Format

Purchase Order Style No: PO-24  
Form size: 2¾" x 8½"  
Imprint area: ½" x 4"

#### PO-14 - Ready To Go Format

Purchase Order Style No: PO-14  
Form size: 2¾" x 8½"  
Imprint area: ½" x 4"

## Six-On-A-Page, Eight-On-A-Page



**Multi-part color sequence...**  
Colors correspond to sequence and number of parts selected in your order.

### Six and Eight-On-A-Page Books...

...work well for raffle tickets, receipts and other forms that don't require large quantities of information.

#### 2-Part Carbonless - Six-On-A-Page

# Sheet		Last Pt.	Cat. No.	Wt.	Carbonless Lot Prices							
Sets	# Receipts/Bk				Bind	Perfed	DFCWB	Pts.	5 Bks	5	10	25
83	498	Stitched	No	DFCWB-090-2	2	9#	158.54	240.73	493.13	924.91	1,795.50	
83	498	Wire	No	DFCWB-092-2	2	9#	172.91	269.46	564.95	1,068.44	2,082.56	(R)

#### 3-Part Carbonless - Six-On-A-Page

# Sheet		Last Pt.	Cat. No.	Wt.	Carbonless Lot Prices							
Sets	# Receipts/Bk				Bind	Perfed	DFCWB	Pts.	5 Bks	5	10	25
56	336	Stitched	No	DFCWB-090-3	3	10#	161.03	246.78	502.20	949.54	1,842.48	
56	336	Wire	No	DFCWB-092-3	3	10#	175.39	275.62	574.02	1,092.96	2,129.98	(R)

#### 2-Part Carbonless - Eight-On-A-Page

# Sheet		Last Pt.	Cat. No.	Wt.	Carbonless Lot Prices							
Sets	# Receipts/Bk				Bind	Perfed	DFCWB	Pts.	5 Bks	5	10	25
83	664	Stitched	No	DFCWB-095-2	2	9#	158.54	240.73	493.13	924.91	1,795.50	
83	664	Wire	No	DFCWB-097-2	2	9#	172.91	269.46	564.95	1,068.44	2,082.56	(R)

#### 3-Part Carbonless - Eight-On-A-Page

# Sheet		Last Pt.	Cat. No.	Wt.	Carbonless Lot Prices							
Sets	# Receipts/Bk				Bind	Perfed	DFCWB	Pts.	5 Bks	5	10	25
56	448	Stitched	No	DFCWB-095-3	3	10#	161.03	246.78	502.20	949.54	1,842.48	
56	448	Wire	No	DFCWB-097-3	3	10#	175.39	275.62	574.02	1,092.96	2,129.98	(R)

### Ordering Is Easy!

- Choose:
- Number of forms per page
  - Type of book binding (see page 117)
  - Starting number
  - Ink color
  - Ready To Go style or submit your custom art
  - Provide imprint information

All formats available with stitched or wire binding!

### ! Sizes - Six-On-A-Page

Overall Size 9½" x 11"  
Form Size 3⅜" x 4¾"  
Maximum Print Area 3" x 4½"

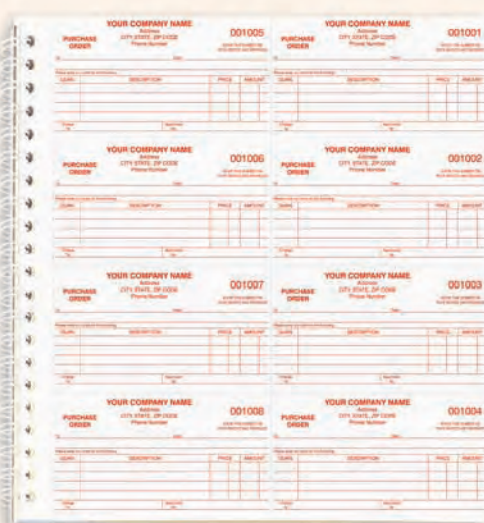
### ! Sizes - Eight-On-A-Page

Overall Size 9½" x 11"  
Form Size 2¾" x 4¾"  
Maximum Print Area 2½" x 4½"



#### PO-16 - Ready To Go Format

Purchase Order Style No: PO-16  
Form size: 3⅜" x 4¾"  
Imprint area: 1" x 2"



#### PO-18 - Ready To Go Format

Purchase Order Style No: PO-18  
Form size: 2¾" x 4¾"  
Imprint area: ½" x 2¼"

See page 117 for Special Feature Charges, Ink Colors and Book Binding.  
Back printing and part-to-part changes are not available.

STATE OF NORTH DAKOTA  
CITY AUDITOR RECEIPT BOOK

NUMBERS

W · H · P  
W Y O M I N G  
Heating & Plumbing  
P.O. Box 7212 • Jackson, WY 83002

**Design The Perfect Cover!**

Once you have decided what you need in a book and how you want it bound, you can design the cover.

Covers are printed in black ink. If you want your cover printed in another color for an additional upcharge, please see page 117 for ink colors.

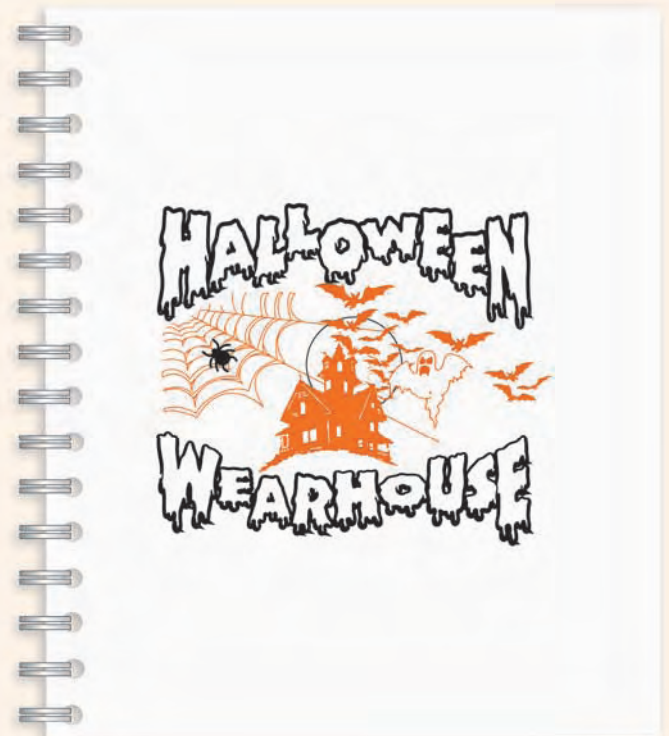
Custom book covers are only available on stitched, wire bound and manifold books. No close registration. Printing is one side only.

**Custom Book Covers**

1-100 Bks	101-200 Bks	201-300 Bks	301-400 Bks	401-500 Bks
111.89	120.53	129.17	137.70	146.77

(R)

**Finish Your Book  
With A Professional  
Customized Book Cover!**



										
Appliance AP-1	Appliance AP-2	Appliance AP-3	Appliance AP-4	Appliance AP-5	Appliance AP-6	Appliance AP-7	Appliance AP-8	Appliance AP-10	Auto Repair AU-1	Auto Sales AU-2
										
Auto Sales AU-3	Auto Sales AU-5	Auto Repair AU-6	Auto Repair AU-7	Auto Repair AU-8	Auto Repair AU-9	Auto Repair AU-10	Auto Repair AU-13	Auto Repair AU-16	Auto Repair AU-19	Auto Repair AU-20
										
Auto Repair AU-21	Auto Repair AU-22	Auto Repair AU-23	Beauty BE-1	Beauty BE-2	Beauty BE-3	Beauty BE-4	Beauty BE-5	Beauty BE-6	Building BU-2	Building BU-3
										
Building BU-5	Building BU-6	Building BU-7	Building BU-8	Building BU-11	Building BU-12	Building BU-13	Building BU-14	Building BU-15	Building BU-16	Building BU-17
										
Carpet CA-1	Carpet CA-2	Carpet CA-3	Carpet CA-4	Carpet CA-5	Cleaning CL-2	Cleaning CL-3	Cleaning CL-4	Cleaning CL-5	Cleaning CL-6	Cleaning CL-7
										
Cleaning CL-9	Cleaning CL-10	Cleaning CL-11	Cleaning CL-12	Cleaning CL-13	Clothing CS-1	Clothing CS-2	Clothing CS-3	Clothing CS-4	Clothing CS-5	Clothing CS-6
										
Construction CO-1	Construction CO-3	Construction CO-4	Construction CO-6	Construction CO-7	Construction CO-8	Construction CO-10	Drugs DR-1	Drugs DR-2	Drugs DR-3	Drugs DR-4
										
Drugs DR-6	Electrical EL-1	Electrical EL-2	Electrical EL-4	Electrical EL-5	Electrical EL-6	Exterminator EX-1	Exterminator EX-4	Exterminator EX-5	Exterminator EX-6	Exterminator EX-7
										
Exterminator EX-9	Farming FA-1	Farming FA-2	Farming FA-3	Farming FA-4	Farming FA-5	Farming FA-7	Farming FA-8	Farming FA-9	Farming FA-10	Farming FA-11



										
Flooring FL-1	Flooring FL-5	Flooring FL-6	Flooring FL-7	Flooring FL-8	Flooring FL-9	Food FO-1	Food FO-2	Food FO-3	Food FO-4	Food FO-5
										
Food FO-6	Food FO-7	Food FO-8	Food FO-9	Food FO-10	Food FO-11	Food FO-12	Food FO-13	Food FO-14	Food FO-15	Food FO-16
										
Food FO-17	Food FO-18	Food FO-20	Food FO-21	Food FO-22	Food FO-23	Floral/Gift GI-1	Floral/Gift GI-2	Floral/Gift GI-4	Floral/Gift GI-5	Floral/Gift GI-6
										
Floral/Gift GI-7	Floral/Gift GI-8	Floral/Gift GI-12	Floral/Gift GI-13	Floral/Gift GI-14	Floral/Gift GI-15	Floral/Gift GI-16	Floral/Gift GI-17	Floral/Gift GI-18	Floral/Gift GI-21	Floral/Gift GI-22
										
Floral/Gift GI-23	Floral/Gift GI-24	Floral/Gift GI-25	Floral/Gift GI-26	Floral/Gift GI-27	Floral/Gift GI-28	Floral/Gift GI-29	Furniture FU-3	Furniture FU-4	Furniture FU-5	Furniture FU-6
										
HEATING & COOLING Heat/Air HE-3	Heating Air Conditioning Heat/Air HE-4	Heat/Air HE-5	Heat/Air HE-6	Heat/Air HE-7	Heat/Air HE-8	Heat/Air HE-9	Heat/Air HE-10	Heat/Air HE-11	Home Repair HO-3	Home Repair HO-4
										
Home Repair HO-6	Home Repair HO-7	Home Repair HO-12	Home Repair HO-13	Home Repair HO-14	Home Repair HO-15	Home Repair HO-18	Hotel/Motel HM-1	Hotel/Motel HM-2	Hotel/Motel HM-3	Hotel/Motel HM-4
										
Insurance IN-1	Insurance IN-2	Insurance IN-3	Insurance IN-4	Insurance IN-6	Jewelry JE-2	Jewelry JE-3	Jewelry JE-5	Jewelry JE-6	Jewelry JE-7	Jewelry JE-8
										
Jewelry JE-9	Jewelry JE-10	Jewelry JE-12	Jewelry JE-13	Landscaping LA-1	Landscaping LA-2	Landscaping LA-4	Landscaping LA-5	Landscaping LA-6	Landscaping LA-7	Landscaping LA-8



Landscaping  
LA-9



Legal  
LE-1



Legal  
LE-2



Legal  
LE-3



Legal  
LE-4



Marinas  
MA-1



Marinas  
MA-2



Marinas  
MA-3



Marinas  
MA-4



Marinas  
MA-6



Marinas  
MA-7



Marinas  
MA-8



Marinas  
MA-9



Misc.  
MI-1



Misc.  
MI-2



Misc.  
MI-3



Misc.  
MI-4



Misc.  
MI-5



Misc.  
MI-6



Misc.  
MI-7



Misc. Retail  
MR-1



Misc. Retail  
MR-2



Misc. Retail  
MR-4



Misc. Retail  
MR-5



Misc. Retail  
MR-6



Misc. Retail  
MR-7



Misc. Retail  
MR-9



Misc. Retail  
MR-10



Misc. Retail  
MR-11



Misc. Retail  
MR-12



Motorcycle  
MO-1



Motorcycle  
MO-2



Motorcycle  
MO-3



Motorcycle  
MO-5



Motorcycle  
MO-6



Office Supp.  
OF-1



Office Supp.  
OF-4



Office Supp.  
OF-6



Office Supp.  
OF-7



Office Supp.  
OF-8



Office Supp.  
OF-10



Office Supp.  
OF-11



Office Supp.  
OF-12



Office Supp.  
OF-13



Painters  
PA-1



Painters  
PA-2



Painters  
PA-3



Painters  
PA-4



Painters  
PA-5



Painters  
PA-7



Painters  
PA-8



Painters  
PA-9



Painters  
PA-10



Painters  
PA-11



Photography  
PH-1



Photography  
PH-2



Photography  
PH-3



Photography  
PH-4



Photography  
PH-5



Photography  
PH-6



Photography  
PH-7



Plumbing  
PL-1



Plumbing  
PL-2



Plumbing  
PL-3



Plumbing  
PL-4



Plumbing  
PL-6



Plumbing  
PL-7



Real Estate  
RE-3



Real Estate  
RE-4



Towing  
TO-2



Towing  
TO-3



Towing  
TO-8



Towing  
TO-9



Travel  
TV-1



Travel  
TV-2



Travel  
TV-4



Travel  
TV-5



Travel  
TV-7



Trucks  
TR-1



Trucks  
TR-2



Trucks  
TR-3



Trucks  
TR-6



Trucks  
TR-8



Trucks  
TR-9



Trucks  
TR-11



Form	Page	Form	Page	Form	Page	Form	Page	Form	Page
DFCSF-889-3	113	DH-3087	80	ENV-9918	68	GP-151-2	23	GS-272-3	28
DFCSF-889-4	113	DH-3090	80	ENV-9919	68	GP-151-3	23	GS-273-2	28
DFCWB-027-2	119	DH-3091	80	ENV-9937	69	GP-152-2	24	GS-273-3	28
DFCWB-027-3	119	DH-3093	80	ENV-9938	68	GP-153-2	23	GS-651-2	26
DFCWB-028-2	119	DH-3094	80	ENV-9939	68	GP-153-3	23	GS-651-3	26
DFCWB-028-3	119	DH-3097	80	ENV-9960	10	GP-154-2	23	GS-651-4	26
DFCWB-055-2	118	DH-3098	80	ENV-9961	10	GP-154-3	23	GS-654-2	26
DFCWB-055-3	118	DH-3099	80	ENV-9962	68	GP-155-2	24	GS-654-3	26
DFCWB-057-2	118	DM-577-3	74	ENV-9963	68	GP-155-3	24	GSA-210-2	30
DFCWB-057-3	118	DRCC-642-2	79	ENV-9964	68	GP-156-2	25	GSA-210-3	30
DFCWB-060-2	119	DRCC-642-3	79	ENV-9968	10	GP-156-3	25	GSA-244-2	33
DFCWB-060-3	119	DT-400-2	48	ENV-9969	10	GP-157-2	25	GSA-244-3	33
DFCWB-062-2	119	DT-400-3	48	ERO-660-2	93	GP-157-3	25	GSCC-552-3	26
DFCWB-062-3	119	DT-410-2	48	ERO-660-3	93	GP-158-2	23	GSCC-652-2	26
DFCWB-066-2	119	DT-410-3	48	EROCC-560-2	93	GP-158-3	23	GSCC-652-3	26
DFCWB-066-3	119	DT-411-2	48	EROCC-560-3	93	GP-159-2	23	GSCC-652-4	26
DFCWB-068-2	119	DT-411-3	48	ES-697-2	86	GP-159-3	23	GSCC-653-2	26
DFCWB-068-3	119	DT-412-2	48			GR	56	GSCC-653-3	26
DFCWB-070-2	121	DT-412-3	48			GRCC-694-2	105	GSCC-670-2	26
DFCWB-070-3	121	DTJ-430-3	6	<b>F</b>		GRG	56	GSCC-670-3	26
DFCWB-072-2	121	DTJ-431-3	6	FH-9976	15, 99	GRO-663-3	97	GSCC-670-4	26
DFCWB-072-3	121			FH-9977	15, 99	GROCC-563-3	97	GSCC-670-5	26
DFCWB-083-2	121			FH-9979	15, 99	GS-201-2	28	GSD-204-2	27
DFCWB-083-3	121	<b>E</b>		FH-9980	15, 99	GS-201-3	28	GSD-204-3	27
DFCWB-088-2	121	ECO-674-3	93	FM-9921	95	GS-201-4	28	GSDCC-643-2	26
DFCWB-088-3	121	ECO-674-4	93	FM-9922	95	GS-202-2	28	GSF-214-2	9
DFCWB-090-2	122	ELCC-798-3	100	FM-9923	95	GS-202-3	28	GSF-214-3	9
DFCWB-090-3	122	ENV-9804	70	FM-9924	95	GS-202-4	28	GSF-221-2	9
DFCWB-092-2	122	ENV-9805	70	FM-9931	95	GS-203-2	28	GSF-221-3	9
DFCWB-092-3	122	ENV-9806	70	FM-9932	95	GS-203-3	28	GSF-229-2	9
DFCWB-095-2	122	ENV-9807	70	FM-9933	95	GS-203-4	28	GSF-229-3	9
DFCWB-095-3	122	ENV-9809	70	FM-9934	95	GS-209-2	29	GSF-239-2	9
DFCWB-097-2	122	ENV-9810	70	FM-9935	95	GS-209-3	29	GSFCC-639-3	9
DFCWB-097-3	122	ENV-9814	70	FM-9936	95	GS-215-2	27	GSFCC-649-3	9
DFCWB-824-2	121	ENV-9815	70	FM-9941	95	GS-215-3	27	GSR-225-2	31
DFCWB-824-3	121	ENV-9816	70	FM-9942	95	GS-222-3	27	GSR-225-3	31
DFCWB-824-4	121	ENV-9818	70	FM-9943	95	GS-223-2	30		
DFCWB-826-2	119	ENV-9820	70	FM-9944	95	GS-223-3	30	<b>H</b>	
DFCWB-826-3	119	ENV-9823	70	FM-9945	95	GS-224-2	29	HAC-680-3	96
DFCWB-826-4	119	ENV-9824	70	FM-9946	95	GS-224-3	29	HAC-681-3	96
DFCWB-884-2	121	ENV-9825	70	FPCC-766-3	17	GS-226-2	27	HAC-684-3	96
DFCWB-884-3	121	ENV-9826	70	FR-248-2	31	GS-226-3	27	HR-364-2	6
DFCWB-886-2	119	ENV-9827	70	FR-248-3	31	GS-227-2	30	HR-370-2	6
DFCWB-886-3	119	ENV-9828	70	FRB-192-3	9	GS-227-3	30	HRCC-365-2	8
DFMB-020-2	116	ENV-9829	70			GS-228-2	29	HRCC-366-2	7
DFMB-020-3	116	ENV-9830	70	<b>G</b>		GS-228-3	29	HRCC-369-2	7
DFMB-034-2	116	ENV-9831	71	GC-780-2	110	GS-230-2	30	HVAC-683-3	96
DFMB-034-3	116	ENV-9832	71	GC-781-2	110	GS-230-3	30		
DFMB-036-2	116	ENV-9833	71	GC-782-2	110	GS-234-2	29	<b>I</b>	
DFMB-036-3	116	ENV-9834	71	GC-783-2	110	GS-234-3	29	INV-751-3	38
DFMB-037-2	116	ENV-9835	71	GC-784-3	110	GS-237-2	29	INV-751-4	38
DFMB-037-3	116	ENV-9836	71	GC-785-2	110	GS-237-3	29	INV-751-5	38
DFMB-063-2	116	ENV-9837	71	GC-786-2	110	GS-240-2	30	INV-752-3	38
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## Ordering Information

### Logos

We will print one of the Stock Logos shown on pages 124 - 126 in this catalog at no additional charge. Logos can be positioned to the left, right, above or below your imprint if possible.

The Stock Logos shown in this catalog are only a sample of the hundreds available.

**When requesting a stock logo, please specify by ID code.**

### Artwork Instructions

Your camera-ready artwork should be a clean, sharp, black & white reproduction of your information. Fine lines, screens, small type and heavy solids do not reproduce well.

**All artwork is subject to factory acceptance.**

### Special Features

These options meet most special needs for an additional charge. If you have a need we haven't anticipated, call us!

### Booking – \$10.36/M(R)

Carbonless Snap-A-Part Forms can be booked into sets of 50 (stapled through the stub and wrapped with a heavy manila backer).

### Padding – \$3.78/M(R)

Guest Checks on page 106 - 109 can be padded into sets (hot-glued together with a hard backer for writing support and security).

### Packing (with drilled hole) – \$15.77(R) per 500 sets

Most forms can be shrink-wrapped in sets of 50 with a drilled hole at the top. Just order the item number followed by PK.

### Packing (without drilled hole) – See Pricing Below

Most forms can be shrink-wrapped in sets of 50 and 100 without a drilled hole (includes firm chipboard for sturdy packaging).

#### PKGs in 50's

**250-\$11.02 500-\$15.23 1,000-\$22.36(R)**

#### PKG IN 100'S

**500-\$12.64 1,000-\$17.93 5,000-\$62.42(R)**

### Extra Imprint Lines-\$17.17(R)

Add additional lines of type (up to six lines) in the body of most imprinted forms.

### Fax Proof – \$14.58(R)

We can fax a proof to you for any imprinted order.

### Starting Numbers (4, 5 and 7 digits) – \$13.72/M(R)

Register Forms must have a seven-digit starting number. All other imprinted forms have a six-digit number at no extra charge. Four, five and seven-digit numbering is available at an additional charge.

### Forms Fulfillment – Call for Details

We will print your special forms in large quantities and warehouse them for you. Upon request, we'll send them with the appropriate branch or location information in quantities as low as 250. It's a convenient money-saver for companies with multiple offices, branches, locations or franchises.

### Rush Orders – Call for Details

For orders that can't wait.

