

# Business Printing 2023

Products to help you manage and promote your business.



# Monk Office

# Customization is fuel

**RICH'S MOTORSPORT REPAIR** 123 Main Street, Barre, Alberta T1L 1A0, 403.555.1234, www.RICHSMOTORREPAIR.ca

**TECHNICAL**

☐ Full Service  
☐ Complete Change  
☐ Single Only  
☐ Engine Only  
☐ Carburetor  
☐ Filter  
☐ Turn-Up  
☐ Chain  
☐ Valve  
☐ Timing  
☐ Other

**REPAIR INSTRUCTIONS (Customer Use)**

**LIKE US?**

**PLEASE READ CAREFULLY:** Check out the additional services and legal disclaimers. Read and understand the terms and conditions of the repair and the use of the parts. The shop is not responsible for any damage to the vehicle or its parts. The shop is not responsible for any damage to the vehicle or its parts. The shop is not responsible for any damage to the vehicle or its parts.

**ENVIRONMENTAL FEE**

**QUOTED ESTIMATE / ADDITIONAL WORK**

**PLEASE PRINT ALL CUSTOMER PRINTS FOR RICH'S MOTORSPORT REPAIR**

**PLEASE PAY THIS AMOUNT**

**RICH'S MOTORSPORT REPAIR** 123 Main Street, Barre, Alberta T1L 1A0, 403.555.1234, www.RICHSMOTORREPAIR.ca

**PAY**

**TO THE ORDER OF**

**RICH'S MOTORSPORT REPAIR**

**RICH'S MOTORSPORT REPAIR**

**RICH'S MOTORSPORT REPAIR**

**RICH'S MOTORSPORT REPAIR** 123 Main Street, Barre, Alberta T1L 1A0

Are you reinforcing your brand with every transaction? Every customized form and cheque uses specific visual elements to help your business stand out and be remembered. Custom Solutions® business forms and cheques capture important information to clearly convey details like payment terms and legal disclaimers. See pages 38-39.



For quick reference to the various product categories, use the colour coding along the outside edge of each page. The colour legend for each category corresponds to catalogue page colours.

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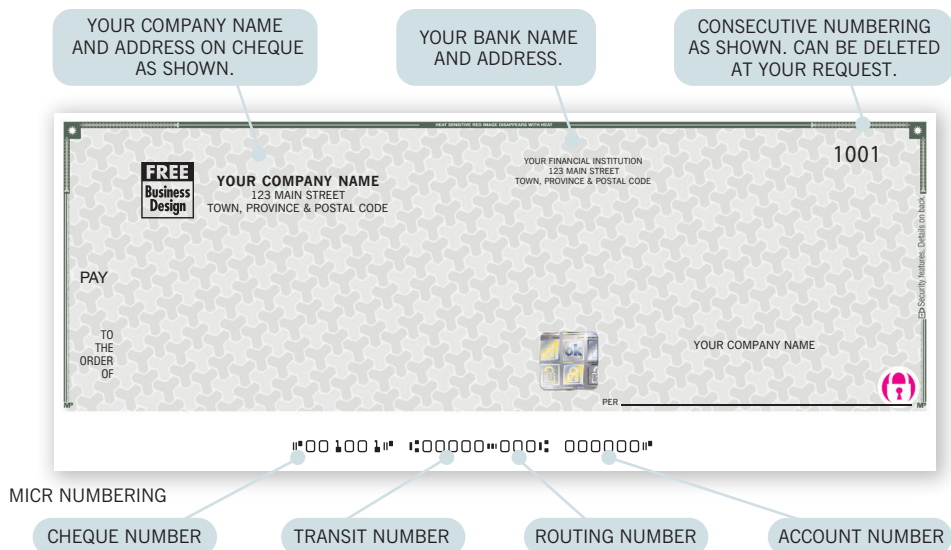
Don't see  
what you need?  
Give us a call!

Your fast, reliable, one-stop shop for everything your business needs.



PRICES EFFECTIVE: February 6, 2023. All trademarks are the property of their respective owners.

# HOW TO ORDER CHEQUES



## Enhance Your Image.

### What do your business cheques say about your company?

For a cost-effective way to reinforce your company image, choose from our wide assortment of enhancements.

#### Add an optional business design.

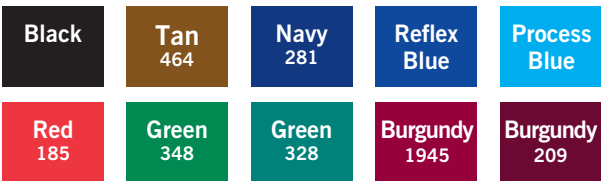
Add an eye-catching look to your cheques and forms. Choose from hundreds of **FREE** business designs (see page 41) or create a custom logo for your business (see page 38).



#### Add A Splash Of Colour

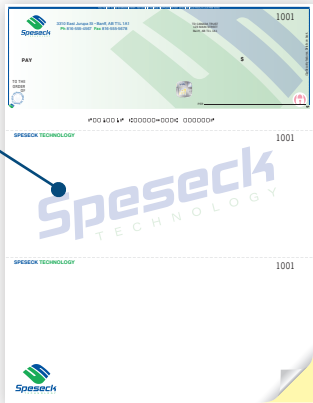
To get your customers to take notice, choose from a variety of ink colours and add dynamic impact to your cheques. Custom colours also available. Extra charges will apply. Call for pricing.

Add a second ink colour to your imprint for an additional charge.



**Add a shadow logo** and enhance your business image every time you write a cheque. Use your company logo or select a unique graphic from one of our standard business designs (see page 41). Call for pricing.

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



### 1 SEND A SAMPLE CHEQUE

A sample cheque (marked "VOID") showing correct MICR encoding is required to process your order. New chequing accounts must include a MICR specification sheet from your bank (no deposit slips please).

### 2 SPECIFY IMPRINT INFORMATION

Cheques include seven areas of imprinting (shown above) at no additional charge. Consecutive numbering is included in the MICR encoding. A second signature line or other wording in the signature area is available on most cheques.

### 3 SPECIFY CONSECUTIVE NUMBERING

If a starting number is not specified, 1001 will be used (not available for all cheque styles).

### 4 CHOOSE A TYPESTYLE

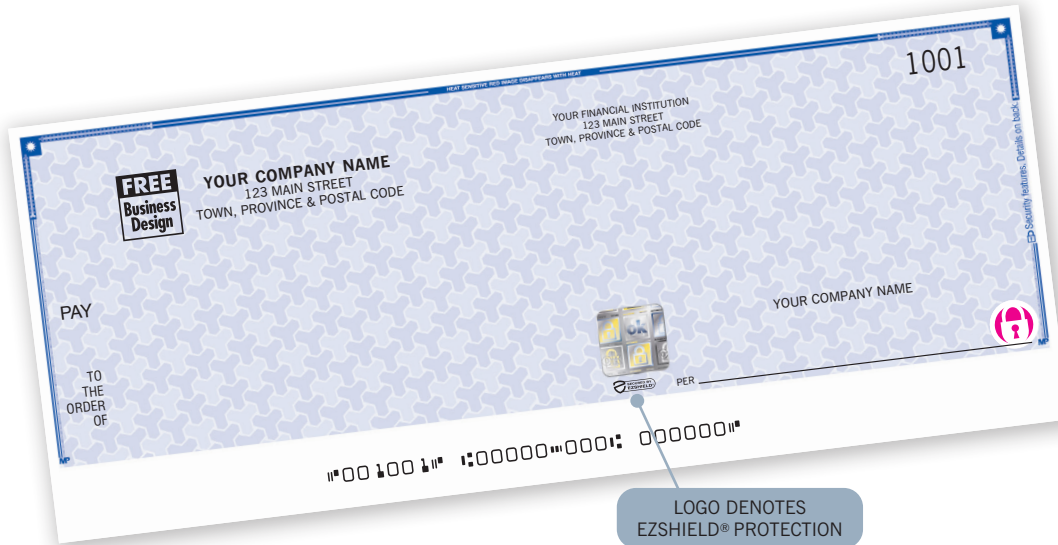
Choose a typestyle for the first line of your imprint (see page 42 for more styles). If no Typestyle is specified, Typestyle 1 will be used.

- 1 **GOTHIC BOLD** ..... Upper Case
- 2 **TIMES TEN ROMAN** ..... Upper Case
- 3 ***Times New Roman Bold Italic*** ..... Upper/Lower Case
- 4 **Gothic Bold** ..... Upper/Lower Case
- 5 **GOTHIC** ..... Upper Case
- 15 **COPPERPLATE 32BC** ..... Upper Case
- 17 **DOM CASUAL BOLD** ..... Upper Case
- 28 **Garamond Book** ..... Upper/Lower Case
- 30 **Avant Garde Book** ..... Upper/Lower Case
- 36 *Boulevard* ..... Upper/Lower Case
- 72 **MELIOR** ..... Upper Case



## Protect against cheque fraud

Advanced high-security features deliver peace of mind for only pennies more per cheque.



Cheque images are subject to change as we continue to enhance our manufacturing and security technologies.



Cheque fraud continues to rise and every company is a potential target. Even one incident can disrupt your cash flow and your ability to conduct business. With a dedicated specialist to help you through the process and up to a \$25,000 cash advancement within 72 hours, EZShield® Cheque Fraud

Protection helps keep your business up and running in defined circumstances of fraud (forged signatures, forged endorsements, counterfeit cheques or cheque alteration\*) during the time it takes your bank to fully investigate the fraud event.

Don't risk the consequences of cheque fraud. Call today and get peace of mind for just pennies more per cheque.

Basic Terms and Conditions			
	Product/Service Description	Fees	Fee Details
Other Service Fees	Business cheque order	See pages 8-13 and 16-17 for pricing.	Price varies based on style, design, quantity, tax and shipping.
	EZShield® Cheque Fraud Protection	See pages 8-13 and 16-17 for pricing.	If you choose to include EZShield® Cheque Fraud Protection in your order, business cheque orders come with a cheque fraud protection service for 2 years. This service assists you in the event of cheque fraud of forged signatures, endorsements, counterfeit cheques or cheque alteration.*
For more details on EZShield® services, go to <a href="http://businesscfpca.ezshield.com">businesscfpca.ezshield.com</a>			



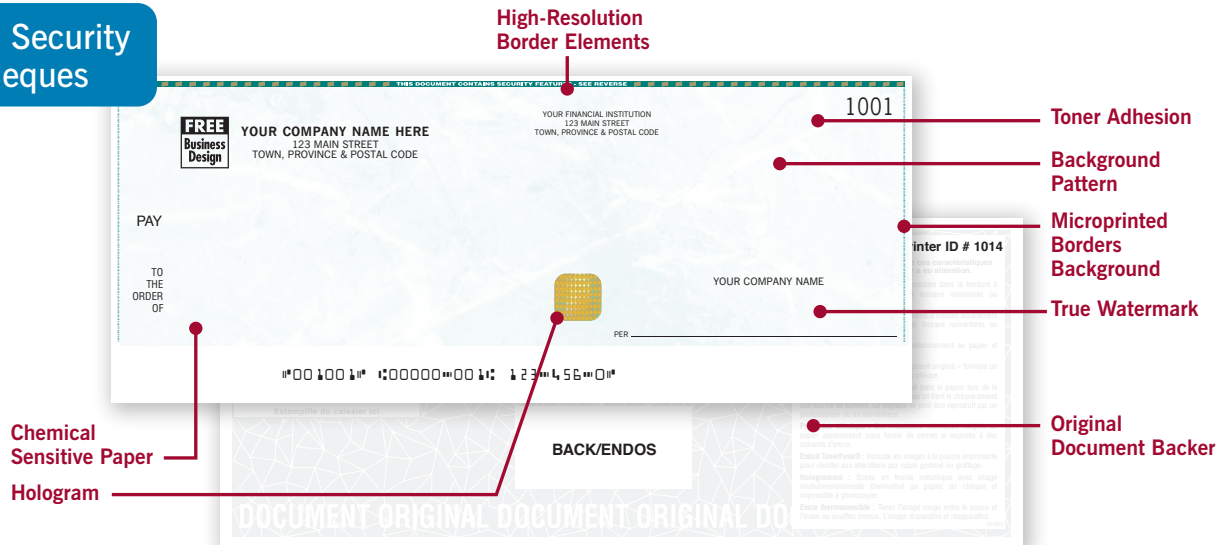
## Make your banking easy.

Don't forget to order deposit slips, endorsement stamps and deposit bags. See pages 14-15.

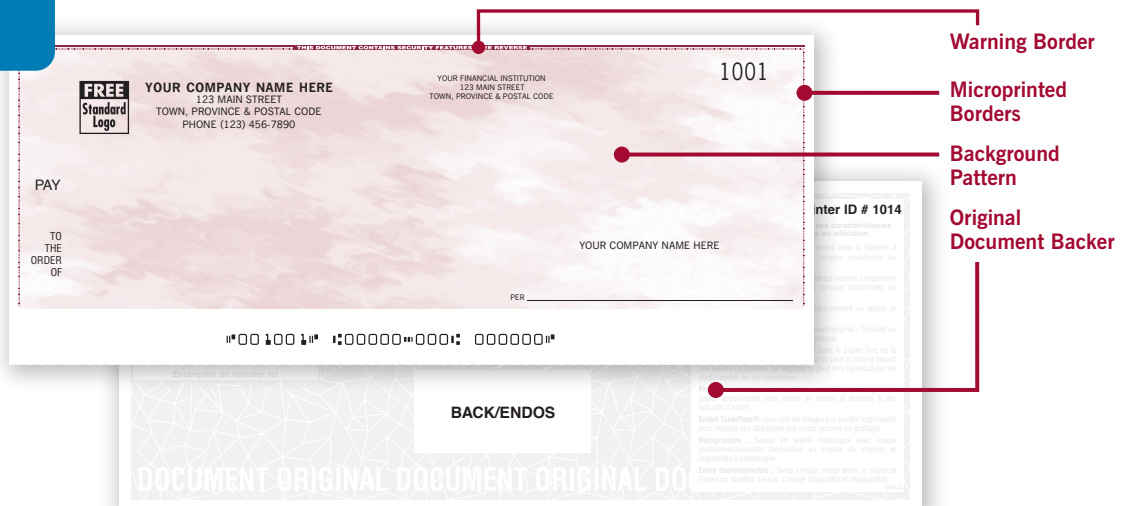
# BASIC & STANDARD CHEQUE FEATURES

**Protection** that meets or exceeds industry guidelines on basic and standard cheques.

## Basic Security Cheques



## Standard Cheques



## Custom Solutions®

**You can't put a price on professionalism**

*Custom cheques — available in our most popular styles and formats — make your company look great and reinforce your brand with every supplier and employee. See pages 38-39 to learn more.*



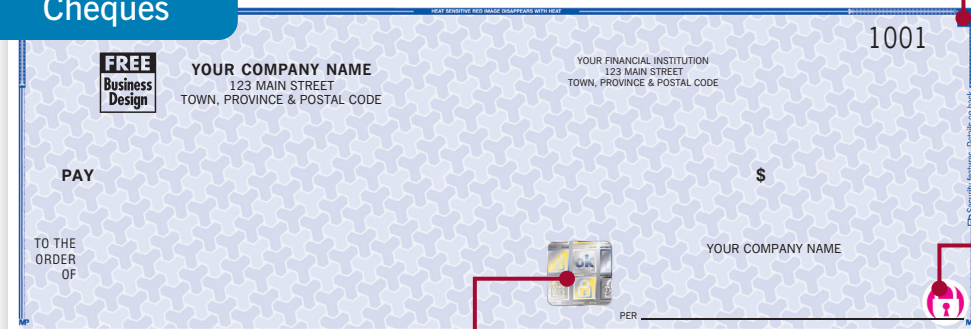
# HIGH SECURITY CHEQUE FEATURES

## Maximum Protection.

Help get peace of mind with High Security protection, for only pennies more per cheque.

**CUTTING-EDGE  
FEATURES!**

### High Security Cheques



#### INTRICATE DESIGN BORDER

Intricately designed border is difficult to reproduce.

#### HIGH-SECURITY BACKGROUND COLOURS

Copiers and scanners cannot effectively reproduce these designs.

#### THERMOCHROMIC INK

Ink reacts to heat to deter and detect copying. Holding between thumb and forefinger, the ink will disappear on a legitimate cheque, validating its authenticity.



Look for this icon to identify our High Security Cheques!

#### ANTI-COPY TECHNOLOGY

This feature makes it very difficult to copy a document on the majority of copiers in use today.

#### FOIL HOLOGRAM

Our multicoloured, dimensional foil includes **embedded security features** and cannot be reproduced by copiers or scanners.

#### CHEMICAL-WASH DETECTION AREA

Chemical alteration attempts result in speckling or stains in this lock area.

#### BACK/ENDOS

#### ORIGINAL DOCUMENT BACKER

Original document screening deters cut-and-paste alteration attempts.

#### Printer ID # / NI d'imprimeur 1014

Warning: Absence of the above Security Features may indicate alteration.

Anti Copy Technology: Document made with technology to prevent most copiers from creating a usable copy.

Chemical Protection: Special chemical indicators in the paper appear as stains if exposed to common ink solvents.

Heat Sensitive Ink: Hold red image between thumb and forefinger or breathe on it. Image will fade and disappear.

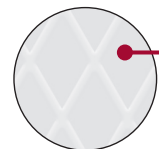
Hologram: Foil seal with multi-dimensional image fused to cheque stock. Cannot be photocopied.

Microprint: Tiny type in border on front of cheque will fill in when scanned or photocopied.

Security Screen: "Original Document" text and pattern visible on back of cheque.

TonerFuser® Coating: Anchors dry toner images to resist alteration by heat pull or scraping.

True Watermark Paper: Pressed into paper during manufacturing, watermark can be seen by holding the cheque up to a light source. Cannot be reproduced by copiers or scanners.



#### TRUE WATERMARK

Watermark pressed into paper can be seen by holding the cheque up to a light source but cannot be reproduced by copiers or scanners.

Cheque images are subject to change as we continue to enhance our manufacturing and security technologies.

#### Also includes these security features:

- Chemical-sensitive paper
- Consecutive numbering
- Microprinted borders
- Toner adhesion
- Padlock icon
- Security warning box
- Warning border
- High-resolution border elements
- Colour pantograph background pattern

Call today to learn more or to speak to a design expert.

# High Security, Basic Security and Standard Laser Cheques

QUICKBOOKS® PRO • QUICKEN® XG • NEWVIEWS

## A High Security Laser Cheque WHS9209

**Size:** 8 1/2" x 11"  
**Copies:** 1 or 2 copies  
**Background:** Blue, Green or Burgundy  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 775 Double Window  
 779 Single Window  
**Compatibility:** All packages listed above



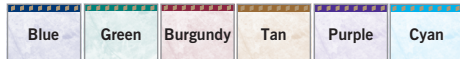
### WHS9209

Copies	250	500	1000	2000
1	\$226.92	\$299.23	\$460.76	\$765.38
2	\$330.00	\$432.30	\$756.92	\$1140.76

Please call for special pricing on larger quantities.

## B Basic Security Laser Cheque WSS9209

**Size:** 8 1/2" x 11"  
**Copies:** 1 or 2 copies  
**Background:** Blue, Green, Burgundy, Tan, Purple or Cyan  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 775 Double Window  
 779 Single Window  
**Compatibility:** All packages listed above



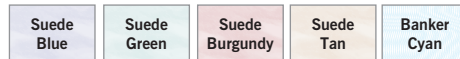
### WSS9209

Copies	250	500	1000	2000
1	\$194.61	\$256.92	\$395.38	\$656.15
2	\$284.61	\$371.53	\$650.00	\$979.23

Please call for special pricing on larger quantities.

## C Standard Laser Cheque W9209

**Size:** 8 1/2" x 11"  
**Copies:** 1 or 2 copies  
**Background:** Suede Collection and Banker Cyan  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 775 Double Window  
 779 Single Window  
**Continuous:** W9005 call for details  
**Compatibility:** All packages listed above



### W9209

Copies	250	500	1000	2000
1	\$173.07	\$217.69	\$322.30	\$506.92
2	\$265.38	\$336.15	\$571.53	\$830.76

Please call for special pricing on larger quantities.

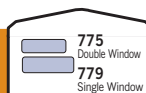
## SECURED BY EZSHIELD® Cheque Fraud Protection

Product	250	500	1000	2000
4444	\$8.08	\$16.15	\$32.31	\$64.62

Please call for special pricing on larger quantities.

## Guaranteed Compatible Confidential Envelopes!

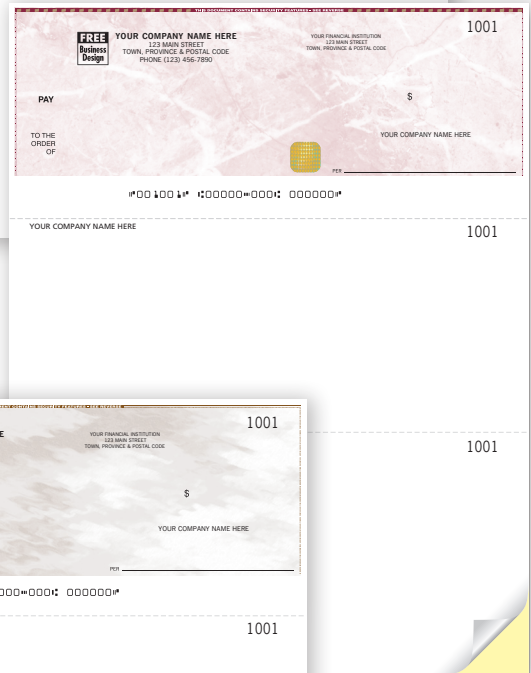
Save addressing time with our window envelopes. They are guaranteed to work with your cheques. See pages 18 & 19.



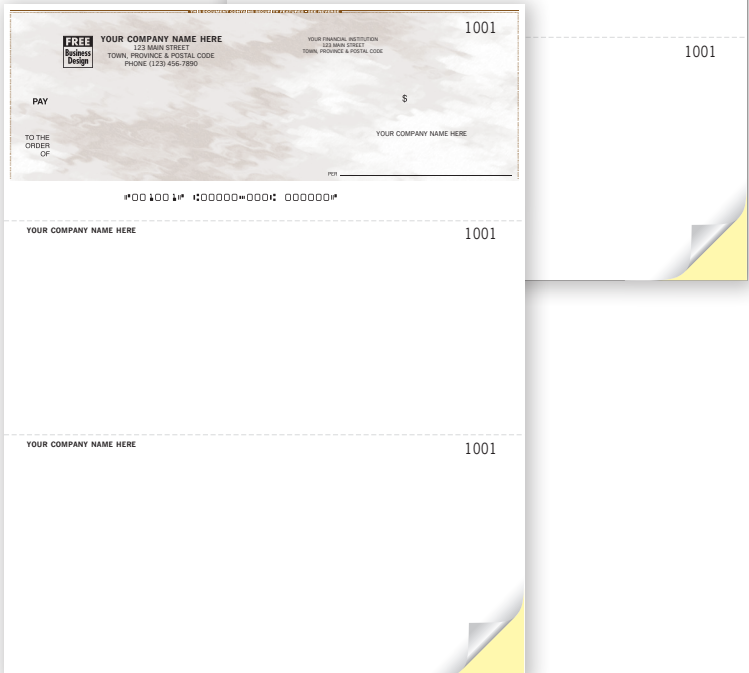
A



B

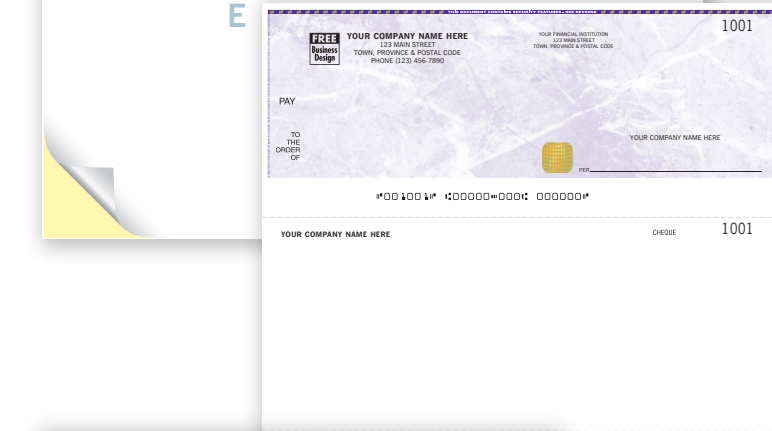
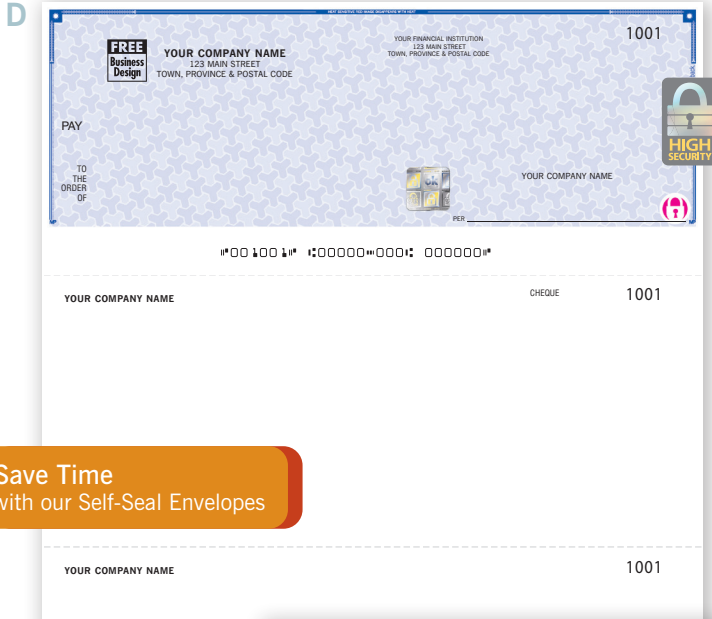


C



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**SECURED BY EZSHIELD®**

**Cheque Fraud Protection**  
Don't let fraud impact your business productivity and cash flow.  
See page 5.

## D High Security Laser Cheque WHS9085

**Size:** 8 1/2" x 11"  
**Copies:** 1 or 2 copies  
**Background:** Blue, Green or Burgundy  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 775 Double Window  
776 Single Window  
**Compatibility:** All packages listed above



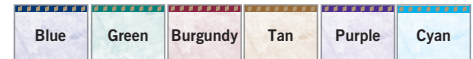
### WHS9085

Copies	250	500	1000	2000
1	\$226.92	\$299.23	\$460.76	\$765.38
2	\$330.00	\$432.30	\$756.92	\$1140.76

Please call for special pricing on larger quantities.

## E Basic Security Laser Cheque WSS9085

**Size:** 8 1/2" x 11"  
**Copies:** 1 or 2 copies  
**Background:** Blue, Green, Burgundy, Tan, Purple or Cyan  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 775 Double Window  
776 Single Window  
**Compatibility:** All packages listed above



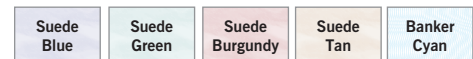
### WSS9085

Copies	250	500	1000	2000
1	\$194.61	\$256.92	\$395.38	\$656.15
2	\$284.61	\$371.53	\$650.00	\$979.23

Please call for special pricing on larger quantities.

## F Standard Laser Cheque W9085

**Size:** 8 1/2" x 11"  
**Copies:** 1 or 2 copies  
**Background:** Suede Collection and Banker Cyan  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 775 Double Window  
776 Single Window  
**Continuous:** W9025 call for details  
**Compatibility:** All packages listed above



### W9085

Copies	250	500	1000	2000
1	\$173.07	\$217.69	\$322.30	\$506.92
2	\$265.38	\$336.15	\$571.53	\$830.76

Please call for special pricing on larger quantities.

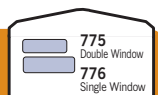
## Cheque Fraud Protection

Product	250	500	1000	2000
4444	\$8.08	\$16.15	\$32.31	\$64.62

Please call for special pricing on larger quantities.

## Guaranteed Compatible Confidential Envelopes!

Save addressing time with our window envelopes.  
They are guaranteed to work with your cheques.  
See pages 18 & 19.



Cheque images are subject to change as we continue to enhance our manufacturing and security technologies.

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

# High Security, Basic Security, Standard Laser Cheques

ABACUS II • ACCPAC BPI • BUSINESSVISION • DYNACOM® • EASYPAY • NEWVIEWS

## A High Security Laser Cheque WHS9039

**Size:** 8 1/2" x 11"  
**Copies:** 1 or 2 copies  
**Background:** Blue, Green or Burgundy  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 775 Double Window  
 776 Single Window  
**Compatibility:** All packages listed above



WHS9039

Copies	250	500	1000	2000
1	\$226.92	\$299.23	\$460.76	\$765.38
2	\$330.00	\$432.30	\$756.92	\$1140.76

Please call for special pricing on larger quantities.

## B Basic Security Laser Cheque WSS9039

**Size:** 8 1/2" x 11"  
**Copies:** 1 copy  
**Background:** Blue, Green, Burgundy, Tan, Purple or Cyan  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 775 Double Window  
 776 Single Window  
**Compatibility:** All packages listed above



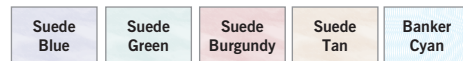
WSS9039

Copies	250	500	1000	2000
1	\$194.61	\$256.92	\$395.38	\$656.15

Please call for special pricing on larger quantities.

## C Standard Laser Cheque W9039

**Size:** 8 1/2" x 11"  
**Copies:** 1 or 2 copies  
**Background:** Suede Collection and Banker Cyan  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 775 Double Window  
 776 Single Window  
**Continuous:** W9024 call for details  
**Compatibility:** All packages listed above



W9039

Copies	250	500	1000	2000
1	\$173.07	\$217.69	\$322.30	\$506.92
2	\$265.38	\$336.15	\$571.53	\$830.76

Please call for special pricing on larger quantities.



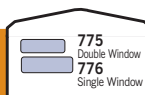
**Cheque Fraud Protection**

Product	250	500	1000	2000
4444	\$8.08	\$16.15	\$32.31	\$64.62

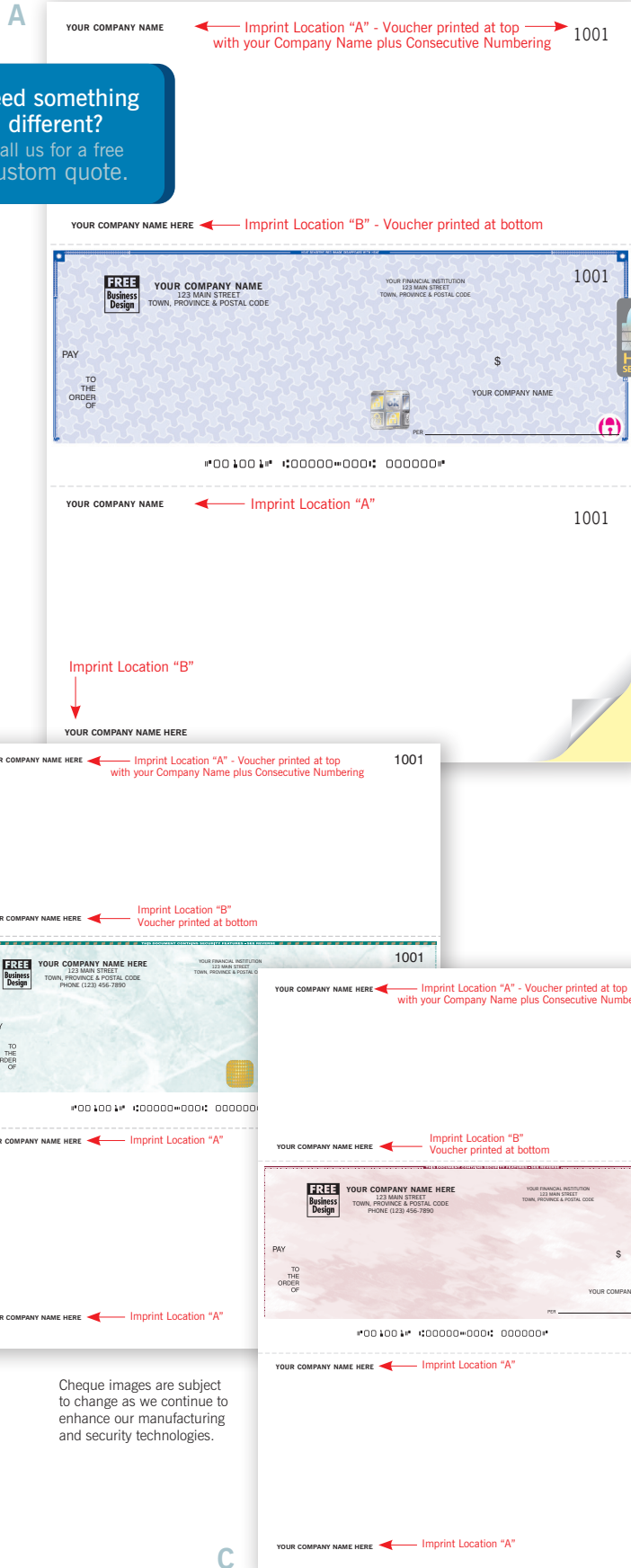
Please call for special pricing on larger quantities.

**Guaranteed Compatible Confidential Envelopes!**

Save addressing time with our window envelopes. They are guaranteed to work with your cheques. See pages 18 & 19.



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



Cheque images are subject to change as we continue to enhance our manufacturing and security technologies.



**D**

YOUR COMPANY NAME HERE		NAME		CHEQUE DATE		1001	
REFERENCE NUMBER	INVOICE DATE	GROSS AMOUNT	DISCOUNT TAKEN	NET AMOUNT (PND)			
TOTAL							

These products are  
**100%**  
Guaranteed Compatible  
with your software.

**FREE Business Design** YOUR COMPANY NAME HERE  
123 MAIN STREET  
TOWN, PROVINCE & POSTAL CODE  
PHONE (123) 456-7890

YOUR FINANCIAL INSTITUTION  
123 MAIN STREET  
TOWN, PROVINCE & POSTAL CODE

1001

PAY

TO THE ORDER OF

YOUR COMPANY NAME HERE

PER

⑆00100⑆ ⑆00000⑆000⑆ 000000⑆

YOUR COMPANY NAME HERE 1001

YOUR COMPANY NAME HERE 1001

**FREE Business Design** YOUR COMPANY NAME HERE  
123 MAIN STREET  
TOWN, PROVINCE & POSTAL CODE

YOUR FINANCIAL INSTITUTION  
123 MAIN STREET  
TOWN, PROVINCE & POSTAL CODE

1001

PAY

TO THE ORDER OF

YOUR COMPANY NAME HERE

PER

⑆00100⑆ ⑆00000⑆000⑆ 000000⑆

**F**

YOUR COMPANY NAME HERE 1001

YOUR COMPANY NAME HERE 1001

YOUR COMPANY NAME HERE 1001

YOUR COMPANY NAME HERE 1001

**FREE Business Design** YOUR COMPANY NAME HERE  
123 MAIN STREET  
TOWN, PROVINCE & POSTAL CODE

YOUR FINANCIAL INSTITUTION  
123 MAIN STREET  
TOWN, PROVINCE & POSTAL CODE

1001

PAY

TO THE ORDER OF

YOUR COMPANY NAME HERE

PER

⑆00100⑆ ⑆00000⑆000⑆ 000000⑆

**BLOEMHOF LTD**  
200 Front St W  
Toronto, ON M5E 1B5  
716.555.4200

TO CANADA POST  
BUSINESS MAIL  
REGISTERED ON MAY 17/16

1001

PAY

TO THE ORDER OF

BLOEMHOF LTD.

PER

⑆00100⑆ ⑆00000⑆000⑆ 000000⑆

1002

TO CANADA POST  
BUSINESS MAIL  
REGISTERED ON MAY 17/16

1003

TO CANADA POST  
BUSINESS MAIL  
REGISTERED ON MAY 17/16

## D Standard Laser Cheque W13021

**Size:** 8 1/2" x 11"  
**Copies:** 1 or 2 copies  
**Background:** Suede Collection and Banker Cyan  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 775 Double Window  
776 Single Window

**Also Available:** WS13021 — Basic Security call for details  
**Compatibility:** ACCPAC ERP

Suede Blue	Suede Green	Suede Burgundy	Suede Tan	Banker Cyan
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### W13021

Copies	250	500	1000	2000
1	\$173.07	\$217.69	\$322.30	\$506.92
2	\$265.38	\$336.15	\$571.53	\$830.76

Please call for special pricing on larger quantities.

## E Standard Laser Cheque WL9037

**Size:** 8 1/2" x 11"  
**Copies:** 1 copy  
**Background:** Suede Collection and Banker Cyan  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 775 Double Window  
776 Single Window

**Also Available:** WSL9037 — Basic Security call for details  
WHS9037 — High Security call for details

**Compatibility:** PC Law

Suede Blue	Suede Green	Suede Burgundy	Suede Tan	Banker Cyan
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### WL9037

Copies	250	500	1000	2000
1	\$173.07	\$217.69	\$322.30	\$506.92

Please call for special pricing on larger quantities.

## F Standard Laser Cheque WL15001

**Size:** 8 1/2" x 11"  
**Copies:** 1 copy  
**Background:** Suede Blue and Banker Cyan  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 775 Double Window  
776 Single Window

**Also Available:** WSL1501 — Basic Security call for details  
**Compatibility:** PC Law

Suede Blue	Banker Cyan
------------	-------------

### WL15001

Copies	250	500	1000	2000
1	\$173.07	\$217.69	\$322.30	\$506.92

Please call for special pricing on larger quantities.



### Cheque Fraud Protection

Product	250	500	1000	2000
4444	\$8.08	\$16.15	\$32.31	\$64.62

Please call for special pricing on larger quantities.

# Custom Solutions®

## Boost your company image

Make a great professional impression with every transaction. Simply add your logo, company colours and more to all your cheques. See pages 38-39 to learn more.

Give us a call  
for a QUOTE!

## High Security, Basic Security and Standard One-to-a-Page Cheques

A High Security One-to-a-Page Cheque  
WHS438

**Size:** 11" x 3 1/4"  
**Copies:** 1 copy  
**Background:** Blue  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelope:** C740 Confidential #10  
**Use with:** W4438 Black vinyl 3-ring binder



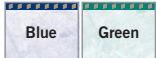
## WHS438

Copy	200	400	600	800
1	\$141.53	\$184.62	\$228.46	\$270.77

Please call for special pricing on larger quantities.

B Basic Security One-to-a-Page Cheque  
WSS438

**Size:** 11" x 3 1/4"  
**Copies:** 1 copy  
**Background:** Blue or Green  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelope:** C740 Confidential #10  
**Use with:** W4438 Black vinyl 3-ring binder



## WSS438

Copy	200	400	600	800
1	\$121.53	\$158.46	\$196.92	\$234.61

Please call for special pricing on larger quantities.

C Standard One-to-a-Page Cheque  
W438

**Size:** 11" x 3 1/4"  
**Copies:** 1 copy  
**Background:** Suede — Blue or Green  
**Imprint:** Black  
**Envelope:** C740 Confidential #10  
**Use with:** W4438 Black vinyl 3-ring binder



## W438

Copy	200	400	600	800
1	\$108.46	\$128.46	\$151.53	\$173.07

Please call for special pricing on larger quantities.

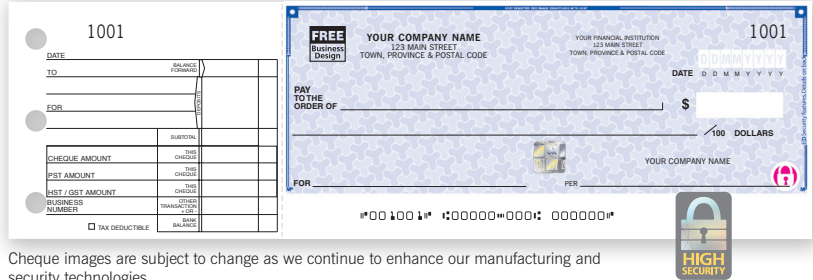


## Cheque Fraud Protection

Product	200	400	600	800
4444	\$6.46	\$12.92	\$19.38	\$25.85

Please call for special pricing on larger quantities.

A



Cheque images are subject to change as we continue to enhance our manufacturing and security technologies.

B



## Cheque Fraud Protection

Don't let fraud impact your business  
productivity and cash flow.  
See page 5.

C

Guaranteed Compatible  
Confidential Envelopes!

C740  
No Window

Save addressing time with our envelopes. They are guaranteed to work with your cheques.  
See pages 18 & 19.

## Keep manual cheques neat and organized! Choose the perfect compatible binder!

## D Manual Cheque Binder

4437 — Black \$31.88

**Size:** 12" x 7 1/8" closed  
 Binder holds Two-to-a-Page, 1-copy cheques

44372 — Blue (not shown) \$31.25

**Size:** 12" x 7 1/8" closed  
 Binder holds Two-to-a-Page, 2-copy cheques

## E Portable Cheque Binder

4438 \$27.50

**Size:** 12" x 4" closed  
 Black binder holds One-to-a-Page, 1-copy cheques

D

E



F

## F High Security Two-to-a-Page Cheque WHS437

**Size:** 11" x 6 1/2"  
**Copies:** 1 or 2 copies  
**Background:** Blue, Green or Burgundy  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelope:** C740 Confidential #10  
**Use with:** W4437 Black vinyl 3-ring binder for 1-copy cheques, see page 12 for pricing  
W44372 Blue vinyl 3-ring binder for 2-copy cheques, see page 12 for pricing



### WHS437

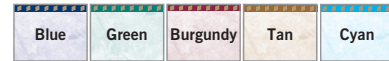
Copies	200	400	600	800
1	\$141.53	\$184.62	\$228.46	\$270.77
2	\$165.38	\$204.62	\$248.46	\$301.54

Please call for special pricing on larger quantities.

G

## G Basic Security Two-to-a-Page Cheque WSS437

**Size:** 11" x 6 1/2"  
**Copies:** 1 or 2 copies  
**Background:** Blue, Green, Burgundy, Tan or Cyan  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelope:** C740 Confidential #10  
**Use with:** W4437 Black vinyl 3-ring binder for 1-copy cheques, see page 12 for pricing  
W44372 Blue vinyl 3-ring binder for 2-copy cheques, see page 12 for pricing



### WSS437

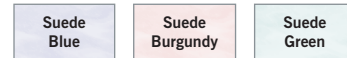
Copies	200	400	600	800
1	\$121.53	\$158.46	\$196.92	\$234.61
2	\$139.23	\$176.15	\$213.07	\$259.23

Please call for special pricing on larger quantities.

I

## H-I Standard Two-to-a-Page Cheque W437, W440

**Size:** 11" x 6 1/2"  
**Copies:** 1 or 2 copies  
**Background:** Suede — Blue, Burgundy or Green  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** C740 Confidential #10 for W437  
774 Double Window for W440  
**Use with:** W4437 Black vinyl 3-ring binder for 1-copy cheques, see page 12 for pricing  
W44372 Blue vinyl 3-ring binder for 2-copy cheques, see page 12 for pricing



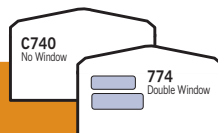
### W437, W440

Copies	200	400	600	800
1	\$108.46	\$128.46	\$151.53	\$173.07
2	\$125.38	\$145.38	\$168.46	\$193.84

Please call for special pricing on larger quantities.

## Guaranteed Compatible Confidential Envelopes!

Save addressing time with our envelopes. They are guaranteed to work with your cheques.  
See pages 18 & 19.



Call today to learn more or to speak to a design agent.



## Personal Cheques and Deposit Slips

## Stylish Cheques that Make a Statement.

Get the quality and detail you love with personal cheques.

A

B

Cheque images are subject to change as we continue to enhance our manufacturing and security technologies.

## A Festoon Personal Cheque

## XFESTON

**Size:** 6<sup>13</sup>/<sub>16</sub>" x 2<sup>3</sup>/<sub>4</sub>"  
**Copies:** 1 copy  
**Background:** Feston Design  
**Imprint:** Black  
**Cheques per book:** 40  
**Numbering:** Up to 999 only

## XFESTON

Copy	40 (1 book)	80 (2 books)	160 (4 books)	320 (8 books)
1	\$19.23	\$33.07	\$45.38	\$86.15
2	\$28.46	\$40.00	\$54.61	\$102.30

Please call for special pricing on larger quantities.

## B Skipper Personal Cheque

## XSKIPPER

**Size:** 6<sup>13</sup>/<sub>16</sub>" x 2<sup>3</sup>/<sub>4</sub>"  
**Copies:** 1 copy  
**Background:** Skipper Design  
**Imprint:** Black  
**Cheques per book:** 40  
**Numbering:** Up to 999 only

## XSKIPPER

Copy	40 (1 book)	80 (2 books)	160 (4 books)	320 (8 books)
1	\$19.23	\$33.07	\$45.38	\$86.15
2	\$28.46	\$40.00	\$54.61	\$102.30

Please call for special pricing on larger quantities.

## C Deposit Slip Book

488

**Size:** 7<sup>7</sup>/<sub>8</sub>" x 3<sup>3</sup>/<sub>8</sub>"  
**Copies:** 3 copies  
**Background:** Suede Green  
**Imprint:** Black  
**Forms per book:** 25 slips  
 Specially formatted for RBC Bank: This smaller size format adheres to RBC Bank standards

488

Copies	200 (8 books)	300 (12 books)	500 (20 books)
3	\$62.30	\$83.07	\$121.53

Please call for special pricing on larger quantities.

## D Laser 11" Deposit Slip

L9210

**Size:** 8<sup>1</sup>/<sub>2</sub>" x 11"  
**Compatibility:** QuickBooks® Pro, Quicken® XG

L9210

Copy	250	500	1000	2000
1	\$118.46	\$223.07	\$343.84	\$538.46

Please call for special pricing on larger quantities.

## E Deposit Slip Book

487

**Size:** 6<sup>13</sup>/<sub>16</sub>" x 7"  
**Copies:** 2 or 3 copies  
**Background:** Suede Green  
**Imprint:** Black  
**Forms per book:** 50 slips (2 copies)  
 50 slips (3 copies)

487

Copies	200 (4 books)	300 (6 books)	500 (10 books)
2	\$56.15	\$77.69	\$113.07
3	\$62.30	\$83.07	\$121.53

Please call for special pricing on larger quantities.

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C

Don't see what  
you need?  
Call us!

D

E



## F Single-Pocket Deposit Bag 53853C 100 pre-numbered bags for \$59.37

All-clear, #4 recyclable plastic bag features a single pocket. Easy-to-understand pictorial instructions increase deposit accuracy and reduce banking transaction fees. Use the receipt from the release liner for convenient tracking and deposit identification.

**Size:** 10" x 15"  
**Colour:** Clear

## G Dual-Pocket Deposit Bag 53858C 100 pre-numbered bags for \$59.37

Clear and opaque, #4 recyclable plastic bag features dual pockets keeping cash and cheques separate. Easy-to-understand pictorial instructions increase deposit accuracy and reduce banking transaction fees. Use the receipt from the release liner for convenient tracking and deposit identification.

**Size:** 9 1/2" x 15"  
**Colour:** Clear Front, Blue Opaque Back

## H Single-Pocket Deposit Bag 414 100 pre-numbered bags for \$42.50

Opaque, #4 recyclable plastic bag features a single pocket. Easy-to-understand pictorial instructions increase deposit accuracy and reduce banking transaction fees. Use the receipt from the release liner for convenient tracking and deposit identification.

**Size:** 9" x 12"  
**Colour:** Opaque

## I Single-Pocket Deposit Bag 53849C 100 pre-numbered bags for \$36.87

All-clear, #4 recyclable plastic bag features a single pocket. Easy-to-understand pictorial instructions increase deposit accuracy and reduce banking transaction fees. Use the receipt from the release liner for convenient tracking and deposit identification.

**Size:** 9" x 12"  
**Colour:** Clear

## J Pre-Inked Stamps

Stamp Imprint: Black, red, blue, or green. Customize your message. Easy-grip handle and adjustable ink flow are just a few conveniences of this particular style. Up to 25,000 impressions.

### PRE-INKED

Product	Size	Price
3400	small (3 lines) 1 5/8" x 5/8"	\$43.84
3401	medium (4 lines) 2 1/2" x 5/8"	\$47.69
3402	large (7 lines) 2 7/8" x 1 1/4"	\$50.76

Please call for special pricing on larger quantities.

## K Self-Inking Stamps

Stamp Imprint: Black, red or blue (small and large black ink only). Perfect for quick, repetitive use. Up to 5,000 impressions.

### SELF-INKING

Product	Size	Price
8844S	small (4 lines) 2 1/8" x 1 1/2"	\$43.84
8844M	medium (5 lines) 2 1/4" x 7/8"	\$45.38
8844L	large (6 lines) 2 3/4" x 1 1/4"	\$49.23

Please call for special pricing on larger quantities. The stamp size determines the available number of lines and the ability to print a logo. Call for details.

## L Self-Inking Endorsement Stamp 102170C 2 1/4" x 7/8" \$43.84

Stamp Imprint: Black. Customize your message for quick and accurate deposits. Up to 5,000 impressions. Layout A: 5 lines with "For Deposit Only" preprinted. Layout B: 6 lines available to customize your message.

Gold-level Seal provides the highest degree of security and anti-tampering protection

### Pre-Inked Stamp

YOUR COMPANY NAME HERE  
123 MAIN STREET  
YOUR TOWN, PROVINCE, POSTAL CODE  
PHONE (123) 456-7890



**Don't become a statistic!**  
**Cheque fraud costs billions of dollars each year.**

## M Privacy Stamp 102182C 2 3/8" x 7/8" \$18.12

This self-inking stamp is designed to mask sensitive information on documents. Also fantastic to use before faxing or making copies of documents to share with others. Simple alternative to shredding documents. Not recommended for glossy surfaces. Black ink.

## High Security Laser Cheques

QUICKBOOKS PRO • QUICKEN XG • NEWVIEWS

### A High Security Laser Cheque WHS9209

**Size:** 8 1/2" x 11"  
**Copies:** 1 or 2 copies  
**Background:** Blue, Green or Burgundy  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 775 Double Window  
779 Single Window

**Also available:** WSS9209 — see page 8  
W9209 — see page 8

**Compatibility:** All packages listed above



#### WHS9209

Copies	250	500	1000	2000
1	\$226.92	\$299.23	\$460.76	\$765.38
2	\$330.00	\$432.30	\$756.92	\$1140.76

Please call for special pricing on larger quantities.



#### Cheque Fraud Protection

Product	250	500	1000	2000
4444	\$8.08	\$16.15	\$32.31	\$64.62

Please call for special pricing on larger quantities.

### B High Security 3-To-A-Page Laser Cheque WHS9011

**Size:** 8 1/2" x 11"  
**Copies:** 1 copy  
**Background:** Blue  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 775 Double Window  
779 Single Window

**Also available:** WSS9011 — Basic Security; call for details  
W9011 — Standard; call for details

**Compatibility:** All packages listed above



#### WHS9011

Copy	150	300	600	750
1	\$185.38	\$202.31	\$299.23	\$353.07

Please call for special pricing on larger quantities.

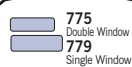


#### Cheque Fraud Protection

Product	150	300	600	750
4444	\$4.85	\$9.69	\$19.38	\$24.23

Please call for special pricing on larger quantities.

### Guaranteed Compatible Confidential Envelopes!



Save addressing time with our window envelopes.  
They are guaranteed to work with your cheques.  
See pages 18 & 19.

## Custom Solutions®

### Make an impression with every transaction

*With the addition of your logo, company colours and more, your cheques become an eye-catching way to promote your brand.  
See pages 38-39 to learn more.*

A



Make your cheques  
or forms stand out  
with a logo  
See page 41

B



Cheque images are  
subject to change as  
we continue to enhance  
our manufacturing and  
security technologies.

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Give us a call  
for a QUOTE!



C

**FREE Business Design** YOUR COMPANY NAME HERE  
123 MAIN STREET  
TOWN, PROVINCE & POSTAL CODE  
PHONE (123) 456-7890

PAY TO THE ORDER OF YOUR COMPANY NAME HERE

1001

1001

## C Standard Laser Cheque W9085

**Size:** 8 1/2" x 11"  
**Copies:** 1 or 2 copies  
**Background:** Suede Collection and Banker Cyan  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 775 Double Window — see page 19  
776 Single Window — see page 19  
**Continuous:** W9025 call for details  
**Compatibility:** Sage  
**Also Available:** WHS9085, WSS9085 — see page 9

Suede Blue	Suede Green	Suede Burgundy	Suede Tan	Banker Cyan
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### W9085

Copies	250	500	1000	2000
1	\$173.07	\$217.69	\$322.30	\$506.92
2	\$265.38	\$336.15	\$571.53	\$830.76

Please call for special pricing on larger quantities.



### Cheque Fraud Protection

Product	250	500	1000	2000
4444	\$8.08	\$16.15	\$32.31	\$64.62

Please call for special pricing on larger quantities.

## D Laser 11" Statement 6552

**Size:** 8 1/2" x 11"  
**Copies:** 1 copy  
**Background:** Watermark — Blue, Burgundy or Green  
**Imprint:** Black  
**Envelopes:** 6480 Double Window  
6479 Single Window  
**Compatibility:** Sage  
**Also Available:** 6471 — Laser 7" call for details

Watermark Blue	Watermark Burgundy	Watermark Green
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### 6552

Copies	250	500	1000	2000
1	\$191.53	\$213.07	\$328.46	\$513.07

Please call for special pricing on larger quantities.

## E Laser 11" Invoice 6551

**Size:** 8 1/2" x 11"  
**Copies:** 1, 2 or 3 copies  
**Background:** Watermark — Blue, Burgundy or Green  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 6480 Double Window  
6479 Single Window  
6491 call for details  
**Continuous:** Sage  
**Compatibility:** Sage  
**Also Available:** 6461 — Laser 7" call for details

Watermark Blue	Watermark Burgundy	Watermark Green
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### 6551

Copies	250	500	1000	2000
1	\$186.15	\$206.15	\$318.46	\$499.23
2	\$267.69	\$360.76	\$555.38	\$880.00
3	\$320.00	\$480.76	\$766.92	\$1047.69

Please call for special pricing on larger quantities.

### Compatible Envelopes

Product	250	500	1000	2000
6480	\$49.37	\$80.00	\$126.25	\$206.25
6479	\$60.76	\$96.15	\$155.38	\$250.76

Please call for special pricing on larger quantities.

D

**FREE Business Design** YOUR COMPANY NAME HERE  
123 MAIN STREET  
TOWN, PROVINCE & POSTAL CODE  
PHONE (123) 456-7890

STATEMENT

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

STATEMENT DATE ACCOUNT NO.

STATEMENT DATE ACCOUNT NO.

AMOUNT REMITTED

DATE PAID CHECK NO. AMOUNT

TRANSACTION DATE INVOICE NO. DESCRIPTION AMOUNT BALANCE INVOICE NO. AMOUNT DUE

AGE AMOUNT

1001

Available in Laser 7" Statement – 6471  
Call for details

E

**FREE Business Design** YOUR COMPANY NAME HERE  
123 MAIN STREET  
TOWN, PROVINCE & POSTAL CODE  
PHONE (123) 456-7890

INVOICE

NO. DATE PAGE

SOLD TO SHIP TO

ITEM NO. QUANTITY UNIT DESCRIPTION EST. PST. UNIT PRICE AMOUNT

COMMENTS TOTAL

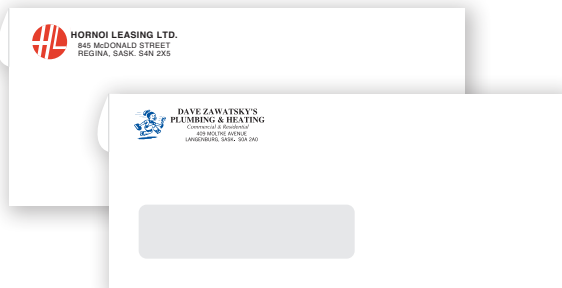
1001

Available in Laser 7" Invoice – 6461  
Call for details

## Kraft Mailing, Standard and Return Envelopes

### Standard Envelopes

740



741

### Kraft & White Mailing Envelopes

795



**CUSTOMIZE  
This Product!**

See pages 38-39

793

### Envelope Enhancements



#### Logos

Create instant recognition.  
Use your own logo or use  
one of our standard logos.

#### Special Callouts

"Invoice Enclosed"  
or "Open Immediately"

#### Add any message:

- Return Service Requested
- Bill Enclosed
- Use your own message

Additional fees may apply. Call for details.

### Return Payment Envelopes

710



769

#### Kraft Mailing Envelopes

Product	Seal Type	Size	250	500	1000	2000
793 White Kraft	Gum	9" x 12"	\$200.00	\$281.53	\$446.15	\$768.46
794 Natural Brown Kraft	Gum	9 1/2" x 5 3/4"	\$94.61	\$155.38	\$256.92	\$485.38
795 Natural Brown Kraft	Gum	9" x 12"	\$187.69	\$259.23	\$399.23	\$685.38

#### Standard Envelopes

Product	Seal Type	Size	250	500	1000	2000
741 #10 Single Window	Gum	9 1/2" x 4 1/8"	\$87.69	\$116.92	\$186.15	\$304.61
763 #10 Single Window	Self Seal	9 1/2" x 4 1/8"	\$73.07	\$96.15	\$145.38	\$269.23
740 #10 No Window	Gum	9 1/2" x 4 1/8"	\$81.53	\$106.92	\$169.23	\$276.15
762 #10 No Window	Self Seal	9 1/2" x 4 1/8"	\$79.23	\$104.61	\$167.69	\$276.15
730 #9 No Window	Gum	9" x 4"	\$67.69	\$96.15	\$146.92	\$243.84
721 #8 Single Window	Gum	6 1/2" x 3 5/8"	\$69.23	\$87.69	\$135.38	\$226.92
720 #8 No Window	Gum	6 1/2" x 3 5/8"	\$62.30	\$90.00	\$135.38	\$225.38

#### Return Payment Envelopes

Product	Seal Type	Size	250	500	1000	2000
710 No Window	Gum	6" x 3 9/16"	\$62.30	\$90.00	\$135.38	\$225.38
769 No Window	Gum	8 3/4" x 3 3/4"	\$76.15	\$100.00	\$157.69	\$259.23

Not all images shown. Please call for special pricing on larger quantities.



**FREE  
Business Design!**  
See page 41.

## Confidential Cheque Envelopes



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

## Computer Form-Compatible Envelopes

### FREE Envelope Ink Colours

Black	Reflex Blue	Brown 175	Red 185
Navy Blue 281	Hunter Green 348	Green 347	Gray 423
Tan 465	Burgundy 1945	Teal 3272	



### Confidential Cheque Envelopes

Product	Seal Type	Size	250	500	1000	2000
C730 #9 No Window	Gum	9" x 4"	\$66.15	\$96.15	\$155.38	\$259.23
C731 #9 Single Window	Gum	9" x 4"	\$84.61	\$100.00	\$157.69	\$280.76
C740 #10 No Window	Gum	9 1/2" x 4 1/8"	\$88.46	\$116.92	\$185.38	\$302.30
712 #10 No Window	Self Seal	9 1/2" x 4 1/8"	\$143.84	\$159.23	\$213.07	\$348.46
C741 #10 Single Window	Gum	9 1/2" x 4 1/8"	\$83.07	\$106.92	\$167.69	\$297.69
713 #10 Single Window	Self Seal	9 1/2" x 4 1/8"	\$137.69	\$155.38	\$217.69	\$326.92
774* Double Window	Gum	7 1/2" x 3 1/2"	\$49.37	\$80.00	\$126.25	\$206.25
775* Double Window	Gum	8 3/4" x 3 3/4"	\$49.37	\$80.00	\$126.25	\$206.25
775SS* Double Window	Self Seal	8 3/4" x 3 3/4"	\$68.75	\$110.62	\$176.87	\$291.87
776 Single Window	Gum	8 3/4" x 3 3/4"	\$79.23	\$125.38	\$196.15	\$316.92
779 Single Window	Gum	8 5/8" x 3 5/8"	\$60.76	\$96.15	\$155.38	\$252.30
92663* Double Window	Self Seal	8 5/8" x 3 5/8"	\$74.37	\$89.37	\$141.87	\$250.00
92500* Double Window	Self Seal	8 5/8" x 3 5/8"	\$74.37	\$89.37	\$141.87	\$250.00

### Computer Form-Compatible Envelopes

Product	Seal Type	Size	250	500	1000	2000
6479 Single Window	Gum	9" x 4 1/8"	\$60.76	\$96.15	\$155.38	\$250.76
6482 Single Window	Gum	9" x 4 1/8"	\$60.76	\$96.15	\$155.38	\$250.76
6480* Double Window	Gum	9" x 4 1/8"	\$51.87	\$83.12	\$132.50	\$215.62
6481* Double Window	Gum	9" x 4 1/8"	\$49.37	\$80.00	\$126.25	\$206.25

### Confidential Manual Form-Compatible Envelopes

Product	Seal Type	Size	250	500	1000	2000
C771* Double Window	Gum	9" x 4 1/8"	\$50.62	\$81.25	\$128.12	\$183.12
C740 #10 No Window	Gum	9 1/2" x 4 1/8"	\$88.46	\$116.92	\$185.38	\$302.30
C741 #10 Single Window	Gum	9 1/2" x 4 1/8"	\$83.07	\$106.92	\$167.69	\$297.69

### Manual Form-Compatible Envelopes

Product	Seal Type	Size	250	500	1000	2000
771* Double Window	Gum	9" x 4 1/8"	\$49.37	\$80.00	\$126.25	\$206.25
772* Double Window	Gum	6 3/4" x 3 3/4"	\$48.12	\$74.37	\$112.50	\$183.12

Not all images shown. Please call for special pricing on larger quantities.  
\*Imprinting not available.

## Custom Solutions®

The perfect companion for your  
custom cheques and forms.

Make sure your envelopes look every bit as professional as your  
custom cheques and forms. Order matching custom envelopes  
with your logo displayed in eye-catching colours.  
See pages 38-39 to learn more.

Give us a call  
for a QUOTE!



## Sales Orders, Proposals, Packing Lists and Delivery Slips

## A Large Sales Order

53

Size: 8 1/2" x 11"  
 Copies: 3 copies  
 Background: Watermark — Blue or Burgundy  
 Imprint: Black  
 Numbering: Please Specify  
 Envelope: 771 Double Window  
 6482 Single Window

Watermark  
BlueWatermark  
Burgundy

53

Copies	250	500	1000	2000
3	\$269.23	\$406.15	\$631.53	\$1110.00

Please call for special pricing on larger quantities.

## B Proposal Form

118

Size: 8 1/2" x 11"  
 Copies: 3 copies  
 Background: Watermark — Blue or Green  
 Imprint: Black  
 Numbering: Please Specify  
 Envelope: 740 No Window

Watermark  
BlueWatermark  
Green

118

Copies	250	500	1000	2000
3	\$269.23	\$406.15	\$631.53	\$1110.00

Please call for special pricing on larger quantities.

## C Packing List

127

Size: 8 1/2" x 7"  
 Copies: 3 copies  
 Background: Watermark — Blue  
 Imprint: Black  
 Numbering: Please Specify  
 Envelope: 740 No Window

Watermark  
Blue

127

Copies	250	500	1000	2000
3	\$214.61	\$313.07	\$480.76	\$798.46

Please call for special pricing on larger quantities.

## D Delivery Slip

8053

Size: 8 1/2" x 7"  
 Copies: 3 copies  
 Background: Watermark — Blue  
 Imprint: Black  
 Numbering: Please Specify  
 Envelopes: 740 No Window

Watermark  
Blue

8053

Copies	250	500	1000	2000
3	\$214.61	\$313.07	\$480.76	\$798.46

Please call for special pricing on larger quantities.

A

**SALES ORDER** 1001

FREE Business Design YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 TOWN, PROVINCE & POSTAL CODE  
 PHONE (123) 456-7890

CUSTOMER ORDER NUMBER DATE  
 TO CREDIT NUMBER SALESPERSON  
 SHIP TO

SOLD TO

CASH	DEBIT CARD	CREDIT	COD	MODE AUTO	NET 30	SHIPPED VIA	F.O.B. POINT
QTY.	STOCK NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT			

TERMS RECEIVED BY

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

B

**PROPOSAL** Page No. of Pages

FREE Business Design YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 YOUR TOWN, PROVINCE, POSTAL CODE  
 PHONE (123) 456-7890

ESTIMATED TO DATE  
 START TO DATE  
 QTY. PROPOSED PRICE CODE DESCRIPTION  
 CONTACT DATE OF PLAN DATE OF WORK DATE TO WORK

We hereby submit specifications and estimates for:

We Propose hereby to furnish material and labour - complete in accordance with above specifications, for the sum of: \$444.00

Payment to be made in \$444.00

All material is guaranteed to be as specified. If work is to be completed in a predetermined manner according to standard practice, any alteration or deviation from above specifications and any extra work shall be executed on your written orders, and will become an extra charge over and above the estimate. All payments contingent upon timely, accurate or follow report our control. Owner to carry the, windows and other necessary measures. Our workers are & covered by the applicable workers' safety and insurance programs.

Authorized Signature  
 Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

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

Date of Acceptance: Signature

C

**PACKING LIST** 1001

FREE Business Design YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 TOWN, PROVINCE & POSTAL CODE  
 PHONE (123) 456-7890

CUSTOMER ORDER NO. DATE SHIPPED SHIPPED VIA OUR NUMBER SALESPERSON

SHIP TO SOLD TO

QTY.	QUANTITY	ITEM NUMBER	SO	DESCRIPTION
CARTONS	TOTAL WEIGHT	ORDER COMPLETE	BALANCE TO FOLLOW	

PLEASE NOTIFY US IMMEDIATELY IF ERROR

D

**DELIVERY SLIP** 1001

FREE Business Design YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 TOWN, PROVINCE & POSTAL CODE  
 PHONE (123) 456-7890

SOLD TO SHIP TO

DATE	CASH	CUSTOMER ORDER NO.	DATE SHIPPED	SHIPPED VIA	OUR NUMBER
QTY. ORDERED	QTY. SHIPPED	BALANCE ORDERED	DESCRIPTION/STOCK NUMBER	UNIT PRICE	TOTAL PRICE

NO CARTONS TOTAL WEIGHT ORDER COMPLETE BALANCE TO FOLLOW P.D. C.D. RECEIVED IN GOOD ORDER

THANK YOU

F

## G

Н

**MANAGE** YOUR BUSINESS

## Sales and Invoice Books

## A Large Sales Book

55

**Size:** 5 $\frac{1}{2}$ " x 8 $\frac{1}{2}$ "  
**Copies:** 2 or 3 copies  
**Background:** Watermark — Blue, Burgundy or Green  
**Imprint:** Black  
**Numbering:** Please Specify  
**Forms per book:** 50

Watermark  
BlueWatermark  
BurgundyWatermark  
Green

55

Copies 300 (6 books) 600 (12 books) 1200 (24 books)

2	\$194.61	\$242.30	\$438.46
3	\$225.38	\$313.07	\$610.76

Please call for special pricing on larger quantities.

## B Compact Sales Book

50

**Size:** 3 $\frac{1}{4}$ " x 5 $\frac{1}{2}$ "  
**Copies:** 2 or 3 copies  
**Background:** Watermark — Blue, Burgundy or Green  
**Imprint:** Black  
**Numbering:** Please Specify  
**Forms per book:** 50

Watermark  
BlueWatermark  
BurgundyWatermark  
Green

50

Copies 250 (5 books) 500 (10 books) 2000 (40 books)

2	\$116.92	\$138.46	\$328.46
3	\$179.23	\$213.07	\$438.46

Please call for special pricing on larger quantities.

## C Large Invoice Book

3092

**Size:** 8 $\frac{1}{2}$ " x 11"  
**Copies:** 2 or 3 copies  
**Background:** Watermark — Blue  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 771 Double Window  
 6482 Single Window

Forms per book: 50

Watermark  
Blue

3092

Copies 250 (5 books) 500 (10 books) 1000 (20 books)

2	\$214.61	\$331.53	\$513.07
3	\$276.15	\$424.61	\$692.30

Please call for special pricing on larger quantities.

## D Compact Invoice Book

3091

**Size:** 5 $\frac{1}{2}$ " x 8 $\frac{1}{2}$ "  
**Copies:** 2 or 3 copies  
**Background:** Watermark — Blue or Green  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelope:** 772 Double Window  
**Forms per book:** 50

Watermark  
BlueWatermark  
Green

3091

Copies 300 (6 books) 600 (12 books) 1200 (24 books)

2	\$184.61	\$231.53	\$417.69
3	\$225.38	\$313.07	\$610.76

Please call for special pricing on larger quantities.

A

B

C

D



## E

[illegible]

Send us your  
LOGO!

<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <b>FREE</b>  <b>Business</b>  <b>Design</b> </div>	<h2 style="margin: 0;">YOUR COMPANY NAME HERE</h2> <p style="margin: 0;">123 MAIN STREET TOWN, PROVINCE &amp; POSTAL CODE PHONE (123) 456-7890</p>	
CUSTOMER ORDER NO.	TELEPHONE	DATE
NAME		
ADDRESS		
CASH	CHARGE	CHECK
CASH	CASH	CASH
CASH	CASH	CASH
CASH	CASH	CASH
CASH	CASH	CASH
CASH	CASH	CASH
CASH	CASH	CASH
CASH	CASH	CASH
CASH	CASH	CASH
CASH	CASH	CASH
CASH	CASH	CASH
<b>SUBTOTAL</b> <b>HST / GST</b>		<b>PST</b> <b>TOTAL</b>

All items and returned goods MUST be accompanied by the I.R.  
 SOLIDLY      RECYCLED BY

## Portable Registers

Keep your work space organized with durable Counter Top Registers. Stay organized! Registers give you a ready writing surface, and it has space to store file copies.



## E Large Sales Slip

<b>Size:</b>	5 1/2" x 8 1/2"
<b>Copies:</b>	2, 3 or 4 copies
<b>Background:</b>	Watermark — Blue, Burgundy or Green 4-part available in Blue only
<b>Imprint:</b>	Black
<b>Numbering:</b>	Please Specify
<b>Use with:</b>	927 Portable Register 925 Portable Register

Watermark  
Blue      Watermark  
Burgundy      Watermark  
Green

610

Copies	250	500	1000	2000
2	\$191.53	\$250.76	\$362.30	\$582.30
3	\$228.46	\$304.61	\$476.92	\$648.46
4	\$304.61	\$394.61	\$634.61	\$1091.53

Please call for special pricing on larger quantities.

## F Compact Sales Slip

**Size:** 4" x 6"  
**Copies:** 2 or 3 copies  
**Background:** Watermark — Blue, Burgundy or Green  
**Imprint:** Black  
**Numbering:** Please Specify  
**Use with:** 924 Portable Register

Watermark  
Blue      Watermark  
Burgundy      Watermark  
Green

609

Copies	250	500	1000	2000
2	\$157.69	\$191.53	\$289.23	\$462.30
3	\$191.53	\$243.84	\$362.30	\$573.84

Please call for special pricing on larger quantities.

<b>G</b>	High-Impact Plastic Portable Register	924	\$41.25
----------	---------------------------------------	-----	---------

**Size:** Holds up to 75, 4" x 6" forms

925 \$49.37

**Size:** Holds up to 75, 5½" x 8½" forms

<b>H</b>	Heavy-Duty Metal Portable Register	
<b>927</b>		<b>\$280.62</b>

**Size:** Holds up to 100, 5½" x 8½" forms

# Custom Solutions®

## Custom Forms make your job easier.

*Custom forms do so much more than maximize branding and professionalism. They also save time and effort by delivering the exact functionality your business needs. See pages 38-39 to learn more.*



**PANACA MARKET**  
177 WYATT ROAD  
BEAUMONT, AB T1L 1A1  
(403) 555-6789

**1001**

**PURCHASE DATE**

CASH	CHECK	CHEQUE	NO
VISA	MC	AMEX	
FINANCING	FND		

**STAFF**

**1001**

**CROP**

CROP	MIN ORDER	PRICE	SEASON	ORDER	PREFERRED DELIVERY	AMOUNT
BASIL	1 LB	\$7.75/LB	JULY-SEPT			
BEETS	5 LB	\$1.45/LB	SEPT-DEC			
CARROTS	5 LB	\$1.15/LB	SEPT-DEC			
GARLIC (BULK)	2 LB	\$7.75/LB	SEPT-DEC			
LEeks	5 LB	\$2.45/LB	SEPT-DEC			
PARSNIPS	5 LB	\$2.45/LB	SEPT-DEC			
POTATOES - GOLD	10 LB	\$2.45/LB	OCT-DEC			
TOMATOES	5 LB	\$3.55/LB	SEPT-DEC			
SHALLOTS	5 LB	\$2.50/LB	SEPT-OCT			
STORAGE ONIONS	2 LB	\$3.25/LB	SEPT-DEC			
WINTER SQUASH	5 LB	\$1.45/LB	SEPT-DEC			
	10 LB	\$1.25/LB	OCT-DEC			

## Receipt Books and Statements

## A Receipt Book

693

**Book Size:** 6<sup>3</sup>/<sub>4</sub>" x 8<sup>1</sup>/<sub>2</sub>"  
**Receipt Size:** 6<sup>1</sup>/<sub>4</sub>" x 2<sup>27</sup>/<sub>32</sub>"  
**Copies:** 2 or 3 copies  
**Background:** Watermark — Blue, Burgundy or Green  
**Imprint:** Black  
**Numbering:** Please Specify  
**Receipts per book:** 150

Watermark Blue	Watermark Burgundy	Watermark Green
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693

Copies	300	600	1200
2	\$160.76	\$191.53	\$299.23
3	\$186.15	\$248.46	\$380.76

Please call for special pricing on larger quantities.

## B Non-Profit Receipt Book

694

**Book Size:** 6<sup>3</sup>/<sub>4</sub>" x 8<sup>1</sup>/<sub>2</sub>"  
**Receipt Size:** 6<sup>1</sup>/<sub>4</sub>" x 2<sup>27</sup>/<sub>32</sub>"  
**Copies:** 2 or 3 copies  
**Background:** Watermark — Blue  
**Imprint:** Black  
**Numbering:** Please Specify  
**Receipts per book:** 150

Watermark  
Blue

694

Copies	300	600	1200
2	\$160.76	\$191.53	\$299.23
3	\$186.15	\$248.46	\$380.76

Please call for special pricing on larger quantities.

## C Pocket-sized Receipt Book

691

**Book Size:** 6<sup>3</sup>/<sub>4</sub>" x 2<sup>5</sup>/<sub>16</sub>"  
**Receipt Size:** 6<sup>1</sup>/<sub>4</sub>" x 2<sup>5</sup>/<sub>16</sub>"  
**Copies:** 2 copies  
**Background:** Watermark — Blue, Burgundy or Green  
**Imprint:** Black  
**Numbering:** Please Specify  
**Receipts per book:** 50

Watermark Blue	Watermark Burgundy	Watermark Green
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691

Copies	300	600	1200
2	\$160.76	\$191.53	\$299.23

Please call for special pricing on larger quantities.

## D Account Statement

96

**Book Size:** 5<sup>2</sup>/<sub>3</sub>" x 8<sup>1</sup>/<sub>2</sub>"  
**Copies:** 2 copies  
**Background:** Watermark — Blue  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 772 Double Window  
 710 No Window

Watermark  
Blue

96

Copies	250	500	1000
2	\$172.30	\$233.84	\$392.30

Please call for special pricing on larger quantities.

A

B

C

D

E

## E Detailed Account Statement

100

**Book Size:** 5<sup>2</sup>/<sub>3</sub>" x 8<sup>1</sup>/<sub>2</sub>"  
**Copies:** 2 copies  
**Background:** Watermark — Blue  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 772 Double Window  
 710 No Window

Watermark  
Blue

100

Copies	250	500	1000
2	\$172.30	\$233.84	\$392.30

Please call for special pricing on larger quantities.

## F Large Purchase Order Book

87

**Size:** 8 1/2" x 11"  
**Copies:** 3 copies  
**Background:** Watermark — Blue  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 771 Double Window  
 6482 Single Window

Forms per book: 50

Watermark  
Blue

87

**Copies** 250 (5 books) 500 (10 books) 1000 (20 books)  
 3 \$276.15 \$424.61 \$692.30

Please call for special pricing on larger quantities.

## G Compact Purchase Order Book

88

**Size:** 5 1/2" x 8 1/2"  
**Copies:** 2 or 3 copies  
**Background:** Watermark — Blue  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 772 Double Window  
**Forms per book:** 50

Watermark  
Blue

88

**Copies** 300 (6 books) 600 (12 books) 1200 (24 books)  
 2 \$184.61 \$231.53 \$417.69  
 3 \$225.38 \$313.07 \$610.76

Please call for special pricing on larger quantities.

## H Large Purchase Order

92

**Size:** 8 1/2" x 11"  
**Copies:** 2 or 3 copies  
**Background:** Watermark — Blue  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 771 Double Window  
 6482 Single Window

Watermark  
Blue

92

**Copies** 250 500 1000 2000  
 2 \$214.61 \$320.00 \$476.92 \$780.00  
 3 \$269.23 \$406.15 \$631.53 \$1110.00

Please call for special pricing on larger quantities.

## I Compact Purchase Order

91

**Book Size:** 8 1/2" x 7"  
**Copies:** 2 or 3 copies  
**Background:** Watermark — Blue or Green  
 3-part available in Blue only  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 771 Double Window  
 6482 Single Window

Watermark  
Blue

Watermark  
Green

91

**Copies** 250 500 1000  
 2 \$169.23 \$259.23 \$399.23  
 3 \$214.61 \$313.07 \$480.76

Please call for special pricing on larger quantities.

F

G

H

I

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



# Products designed for your specific business.

Not all products are featured in this catalogue. Don't see what you need? Give us a call!

## Retail

Easy Tags	Gift Certificates	Register Forms
Floral Delivery Labels	Hotel Forms	Floral, Jeweller
Florist Forms	Lay-Away Systems	Repair Tags
Frequent Buyer Cards	Loyalty Cards	Restaurant Forms
Guest Registration	Pricing Guns	Sale Tags & Labels
Gift Price Tags	Price Tags	Sales Books
	Receipt Books	



## Automotive / Trucking

Auto Repair Forms	Service Labels	Inspection Reports
Estimates	Repair Invoices	A8A Canada Customs
Floor Mats	Repair Orders	Bar Code Labels
Job Invoices	Service Orders	A8A Canada Customs Forms
Key Tags	Towing Books	PARS Labels
Marine Sales/Service	Work Order Racks	PAPS U.S. Bar Code Labels
Sales Slips	Work Orders	
Service Books	Daily Vehicle	



## Contractor

Change Orders	Portable Desks	Service Orders
Estimates	Pricing Sheets	Time Cards
Job Work Orders	Proposals	Work Order Invoices
Material & Labour Records	Quotations	



## Service & Repair

Easy Tags	Jewellery Repair	Job Invoices
Jewellery Repair Forms	Tags & Envelopes	Service Orders
	Work Order/Invoices	



# A

B

**Watermark  
Green**

Please call for special pricing on larger quantities.

**Watermark  
Green**

Please call for special pricing on larger quantities.

**Watermark  
Blue**

Please call for special pricing on larger quantities.

Please call for special pricing on larger quantities.

CD

**YOUR COMPANY NAME HERE**  
123 MAIN STREET  
TOWN, PROVINCE & POSTAL CODE

**Make it easy for  
customers to call you**  
See page 37.





**D****D Large Quick Check**

These guest checks are great for parties of all sizes. You'll have space for server, table number, order detail and more. Can be used to ring in to most cash registers. Use detachable stub as a customer receipt. Ledger card lists drinks and customer comments on the back.

**2506**

**Size:** 4 5/8" x 9 1/8"  
**Receipt Stub Size:** 4 5/8" x 1 1/2"  
**Copies:** 2 copies  
**Background:** Burgundy  
**Material:** Last copy is white card stock  
**Imprint:** Black  
**Numbering:** Please Specify

**2506**

Copies	3000	6000	9000
2	\$462.30	\$820.76	\$1128.46

Please call for special pricing on larger quantities.

**E-F Full Meal Check**

Use with electronic cash register or hand write.

**2503A Contemporary Burgundy****2503C Vineyard Green**

**Size:** 4 1/4" x 7 1/2"  
**Receipt Stub Size:** 4 1/4" x 1 1/2"  
**Copies:** 2 copies  
**Material:** Last copy is white card stock  
**Imprint:** Black  
**Numbering:** Please Specify

**2503A, 2503C**

Copy	2000	4000	8000
2	\$387.69	\$629.23	\$1071.53

Please call for special pricing on larger quantities.

**G High Security Gift Certificate****CC5050**

**Size:** 6 5/8" x 3 1/2" detached  
**Copies:** 1 copy  
**Imprint:** Black  
**Numbering:** Please Specify  
**Includes:** Coordinating Envelopes  
**Certificates per book:** 50

**CC5050**

Copy	300 (6 books)	600 (12 books)	900 (18 books)
1	\$348.46	\$563.84	\$713.84

Please call for special pricing on larger quantities.

**H Embossed Foil Gift Certificate Collection****808 Grey with Silver Foil****838 Ivory with Gold Foil**

**Folded Size:** 5 1/2" x 4"  
**Open Flat Size:** 13" x 4"  
**Stub Size:** 2"  
**Imprint:** Black  
**Numbering:** Please Specify  
**Includes:** Coordinating Envelopes

**808, 838**

	150	300	600	1200
	\$297.69	\$406.15	\$663.07	\$1260.76

Please call for special pricing on larger quantities.

## Repair Work Order, Order/Invoice and Key Tag

## A Auto Repair Work Order

656

**Size:** 11" x 8 1/2"  
**Copies:** 3 copies  
**Background:** Watermark — Blue  
**Material:** Last copy is manila card stock  
**Imprint:** Black  
**Numbering:** Please Specify  
**Also available** 641 — Ontario Auto Repair Invoice

Watermark  
Blue

656

Copies	125	250	500
3	\$233.84	\$299.23	\$462.30

Please call for special pricing on larger quantities.

## B Large Service Order/Invoice

244

**Size:** 8 1/2" x 11"  
**Copies:** 2 or 3 copies  
**Background:** Watermark — Blue  
**Material:** Last copy is manila card stock  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes** 771 Double Window  
 6482 Single Window

Watermark  
Blue

244

Copies	250	500	1000	2000
2	\$245.38	\$375.38	\$550.00	\$980.00
3	\$299.23	\$462.30	\$699.23	\$1216.92

Please call for special pricing on larger quantities.

## C Compact Repair Order/Invoice

650

**Size:** 8 1/2" x 7"  
**Copies:** 2 or 3 copies  
**Material:** Last copy is manila card stock  
**Imprint:** Black  
**Numbering:** Please Specify

Watermark  
Blue

650

Copies	250	500	1000	2000
2	\$231.53	\$362.30	\$480.76	\$758.46
3	\$276.15	\$424.61	\$597.69	\$1147.69

Please call for special pricing on larger quantities.

## D Automotive Key Tag

1158

**Size:** 2 1/2" x 1 1/4"  
**Material:** Weather-resistant and tear-proof tags; made of brushed-chrome polyester film on white card stock  
**Imprint:** Black

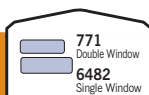
1158

	250	500	1000
	\$207.00	\$374.00	\$594.00

Please call for special pricing on larger quantities.

**Guaranteed Compatible  
Confidential Envelopes!**

Save addressing time with our window envelopes.  
 They are guaranteed to work with your cheques.  
 See pages 18 & 19.



A

**FREE Business Design** YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 TOWN, PROVINCE & POSTAL CODE  
 PHONE (123) 456-7890

1001

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

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

FROM: \_\_\_\_\_

QUANTITY: \_\_\_\_\_ PART NO. & DESCRIPTION: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

OTHER CHARGES: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

TOTAL PARTS: \_\_\_\_\_

TOTAL LABOUR: \_\_\_\_\_

TOTAL GAS, OIL & GREASE: \_\_\_\_\_

SUBTOTAL: \_\_\_\_\_

HST / GST: \_\_\_\_\_

TOTAL: \_\_\_\_\_

FOR YOUR SAFETY WE RECOMMEND THE FOLLOWING: \_\_\_\_\_

PSST: \_\_\_\_\_

**Ontario Auto-  
Repair Invoice  
Available (641)**  
 Call for details.

B

**FREE Business Design** YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 TOWN, PROVINCE & POSTAL CODE  
 PHONE (123) 456-7890

SERVICE ORDER / INVOICE

1001

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

FROM: \_\_\_\_\_

QUANTITY: \_\_\_\_\_ MATERIAL: \_\_\_\_\_ PRICE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ DESCRIPTION OF WORK: \_\_\_\_\_

OTHER CHARGES: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

TOTAL OTHER: \_\_\_\_\_

LABOUR: \_\_\_\_\_

HOURS: \_\_\_\_\_ RATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

TOTAL LABOUR: \_\_\_\_\_

TOTAL MATERIALS: \_\_\_\_\_

SUBTOTAL: \_\_\_\_\_

HST / GST: \_\_\_\_\_

TOTAL: \_\_\_\_\_

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

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

SIGNATURE: \_\_\_\_\_

WORK ORDERED BY: \_\_\_\_\_

THANK YOU

Back

C

**FREE Business Design** YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 TOWN, PROVINCE & POSTAL CODE  
 PHONE (123) 456-7890

1001

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

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

FROM: \_\_\_\_\_

QUANTITY: \_\_\_\_\_ PART NO. & DESCRIPTION: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

OTHER CHARGES: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

TOTAL PARTS: \_\_\_\_\_

TOTAL LABOUR: \_\_\_\_\_

TOTAL GAS, OIL & GREASE: \_\_\_\_\_

SUBTOTAL: \_\_\_\_\_

HST / GST: \_\_\_\_\_

TOTAL: \_\_\_\_\_

FOR YOUR SAFETY WE RECOMMEND THE FOLLOWING: \_\_\_\_\_

PSST: \_\_\_\_\_

**E**

**SERVICE ORDER**

PRODUCT: \_\_\_\_\_ BRAND NAME: \_\_\_\_\_  
 SERVICE CENTRE NAME: \_\_\_\_\_ POOL NUMBER: \_\_\_\_\_  
 SERIAL NUMBER: \_\_\_\_\_ WARRANTY REGISTRATION & EXPIRY: \_\_\_\_\_  
 DEALER NAME: \_\_\_\_\_ CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_  
 CUSTOMER COMPLAINT: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 SERVICE PERFORMED: \_\_\_\_\_  
 DATE OF ORIGINAL INSTALLATION: \_\_\_\_\_  
 QTY. DESCRIPTION PRICE AMOUNT  
 TOTAL MATERIAL  
 TECHNICAL SERVICE TIME: ☐ 15 MIN ☐ 30 MIN  
☐ PICK UP OR DELIVERY ☐ SERVICE CALL CHARGE  
 TECHNICAL: \_\_\_\_\_  
 DATE COMPLETED: \_\_\_\_\_ SUBTOTAL: \_\_\_\_\_  
☐ CASH ON COMPLETION OF WORK ☐ CREDIT ☐ HST / GST  
☐ CREDIT CARD NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_  
☐ CREDIT CARD: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_  
 THANK YOU  
 1001  
**CLAIM CHECK**  
 YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 TOWN, PROVINCE & POSTAL CODE  
 PHONE (123) 456-7890  
 NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

Back

**G**

**FREE Business Design**

YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 YOUR TOWN, PROVINCE, POSTAL CODE  
 PHONE (123) 456-7890

**OIL CHANGE**  
 DATE: \_\_\_\_\_ KILOMETRES: \_\_\_\_\_

**FILTER CHANGE**  
☐ OIL ☐ AIR ☐ FUEL  
 DATE: \_\_\_\_\_ KILOMETRES: \_\_\_\_\_

**LUBRICATION**  
 DATE: \_\_\_\_\_ KILOMETRES: \_\_\_\_\_

**OTHER SERVICE**  
 DATE: \_\_\_\_\_ KILOMETRES: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

**OIL CHANGE RECORD (USE UNDER HOOD)**  
 CUSTOMER'S NAME: \_\_\_\_\_ BRAND - WEIGHT: \_\_\_\_\_  
 DATE: \_\_\_\_\_ KILOMETRES: \_\_\_\_\_

**F**

**TIME TICKET**

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

NO.	DATE	TIME	REPAIR ORDER NO.	OPEN PRICE	LANDRO COST	REPLACED TIME
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

DAY'S TOTAL: \$ \_\_\_\_\_ IN \_\_\_\_\_  
 BROUGHT FORWARD: \$ \_\_\_\_\_ OUT \_\_\_\_\_  
 TOTAL PAY: \$ \_\_\_\_\_ IN \_\_\_\_\_  
 TOTAL: \$ \_\_\_\_\_ IN \_\_\_\_\_  
 MECHANIC: \_\_\_\_\_ DATE: \_\_\_\_\_  
 MECHANIC'S COPY

**H**

**See page 37 for more Service Labels!**

**CC1690**  
 YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 TOWN, PROVINCE & POSTAL CODE  
 PHONE (123) 456-7890  
 YOUR OWN MESSAGE  
 DATE: \_\_\_\_\_ KILOMETRES: \_\_\_\_\_

**CC1690B**  
 YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 TOWN, PROVINCE & POSTAL CODE  
 PHONE (123) 456-7890  
 NEXT OIL CHANGE DUE  
 DATE: \_\_\_\_\_ KILOMETRES: \_\_\_\_\_

**CC1690C**  
 YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 TOWN, PROVINCE & POSTAL CODE  
 PHONE (123) 456-7890  
 SERVICE PERFORMED AT  
 DATE: \_\_\_\_\_ KILOMETRES: \_\_\_\_\_

**CC1690A**  
 YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 TOWN, PROVINCE & POSTAL CODE  
 PHONE (123) 456-7890  
 NEXT SERVICE DUE  
 DATE: \_\_\_\_\_ KILOMETRES: \_\_\_\_\_

**FREE**  
 One FREE permanent marker is included with each order!

Artline Garden Marker

**E** Service Order with Claim Check & ID Tag  
**2311**

**Size:** 8 1/2" x 8 1/2"  
**Copies:** 2 or 3 copies  
**Background:** Watermark — Blue  
**Material:** Last copy is manila card stock  
**Imprint:** Black  
**Numbering:** Please specify  
**Includes:** Plastic-covered wire fasteners

**Watermark Blue**

**2311**

Copies	250	500	1000	2000
2	\$214.61	\$323.07	\$524.61	\$890.00
3	\$279.23	\$407.69	\$631.53	\$1035.38

Please call for special pricing on larger quantities.

**F** Time Ticket  
**651**

**Size:** 4 1/4" x 11"  
**Copies:** 2 or 3 copies  
**Material:** Last copy is manila card stock. Nine self-adhesive labels on time ticket. Carbons included.

**2-Copy Designations**  
 1st copy TIME TICKET  
 2nd copy MECHANIC'S COPY  
**3-Copy Designations**  
 1st copy TIME TICKET  
 2nd copy OFFICE COPY  
 3rd copy MECHANIC'S COPY

**651**

Copies	500	1000	2000
2	\$156.87	\$291.25	\$559.37
3	\$160.62	\$303.75	\$583.12

Please call for special pricing on larger quantities.

**G** Auto Service Label  
**CC317**

**Size:** 1 3/4" x 4"  
**Material:** White litho stock. Pressure sensitive  
**Imprint:** Black

**CC317**

300	600	1200	2400
\$142.30	\$200.00	\$270.76	\$399.23

Please call for special pricing on larger quantities.

**H** Transparent Static Cling Windshield Labels  
**CC1690 — CREATE YOUR OWN MESSAGE**  
**CC1690A — NEXT SERVICE DUE**  
**CC1690B — NEXT OIL CHANGE DUE**  
**CC1690C — SERVICE PERFORMED AT**

**Size:** 2 1/2" x 1 1/2"  
**Material:** Transparent vinyl stock with red border and text  
**Imprint:** Black, Blue, Red, Green or Burgundy  
**Includes:** One FREE permanent marker

**CC1690, CC1690A, CC1690B, CC1690C**

150	300	600	1200
\$157.69	\$187.69	\$260.76	\$389.23

Please call for special pricing on larger quantities.



## A Trucking Combo Book

### 8091

**Size:** 8 1/2" x 11"  
**Copies:** 2 copies  
**Background:** Green  
**Imprint:** Black  
**Numbering:** Please Specify  
**Forms per book:** 31  
 Designed specifically for the Freight Transportation Industry. Compliant with Regulation 199/07. Contains Driver's Daily Log and Vehicle Inspection Report, plus Schedule 1 and Monthly Driver's Summary.

8091

Copies	186 (6 books)	248 (8 books)	372 (12 books)
2	\$163.84	\$218.46	\$313.07

Please call for special pricing on larger quantities.

## B A8A Canada Customs Bar Code Labels

### 8083

**Size:** 3" x 3/4" (5 labels per sheet)  
**Material:** White Litho Paper  
**Imprint:** Black  
 Each sheet of labels is numerically identical. Please allow 10 working days to process your order.

8083

200	400	1000
\$87.69	\$163.84	\$380.76

Please call for special pricing on larger quantities.

## C PARS (Pre-Arrival Review System) Canada Customs Bar Code Labels

### 8081

**Size:** 3" x 3/4" (shipped on rolls)  
**Material:** White Litho Paper  
**Imprint:** Black  
 Each label is numerically different based on the Carrier Control Number. Please allow 10 working days to process your order.

8081

200	400	1000
\$87.69	\$163.84	\$380.76

Please call for special pricing on larger quantities.

## D PAPS (Pre-Arrival Processing System) U.S. Customs Bar Code Labels

### 8084

**Size:** 3" x 1 1/4" (shipped on rolls)  
**Material:** White Litho Paper  
**Imprint:** Black  
 Each set of 2 labels is numerically identical. Please allow 10 working days to process your order.

8084

1000	2000	3000
\$311.53	\$578.46	\$806.92

Please call for special pricing on larger quantities.

Send us your  
LOGO!

See page 43

A

Fast Turnaround!  
Most products ship in  
3-5 business days.

B

C

D



## Proposal and Acceptance Form, Estimates, Time Card and Graph Paper Pad

### A Proposal & Acceptance Form

Space to spell out job specs, itemized costs and payment schedule.

**118**

**Size:** 8 1/2" x 11"  
**Copies:** 3 copies  
**Background:** Watermark — Blue or Green  
**Imprint:** Black  
**Envelope:** 740 No Window

Watermark Blue	Watermark Green
-------------------	--------------------

**118**

Copies	250	500	1000
3	\$269.23	\$406.15	\$631.53

Please call for special pricing on larger quantities.

### B Job Estimate

Includes plenty of room to detail project specifications and estimated costs, plus a disclaimer clearly indicating that the form only offers estimates.

**215**

**Size:** 8 1/2" x 11"  
**Copies:** 2 copies  
**Background:** Watermark — Blue  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelopes:** 771 Double Window  
 6482 Single Window

**215**

Copies	250	500	1000
2	\$220.00	\$330.00	\$489.23

Please call for special pricing on larger quantities.

### C Weekly Employee Time Record Card

Handy, hard working and heavy duty, this time record tracks up to 7 weekly jobs, employee hours, overtime wages, earnings and deductions — yet fits nicely in a shirt pocket.

**220**

**Size:** 8 1/2" x 5" unfolded  
**Material:** Durable card stock

**220**

Copies	250	500	1000
1	\$66.25	\$97.50	\$140.00

Please call for special pricing on larger quantities.

### D Personalized Graph Paper Pad

Handy, 1/4"-square format improves proposals and other visual communications. Sketching, scaling and calculating projects are a snap. Includes place for project dates and details.

**204**

**Size:** 8 1/2" x 11"  
**Copies:** 1  
**Imprint:** Black  
**Includes:** 50 per Pad

**204**

Copies	250	500	1000
1	\$143.84	\$170.76	\$255.38

Please call for special pricing on larger quantities.

### E Contractor Job Estimate

Columns for materials, quantities, labour and subcontractors. Handles pricing, extending work, overhead and profit.

**237**

**Size:** 8 1/2" x 14" detached  
**Includes:** 50 per Pad. 2 carbons with each book.

**237**

Copies	250	500	1000
1	\$123.75	\$186.88	\$284.38

Please call for special pricing on larger quantities.

**B**

**FREE Business Design** YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 TOWN, PROVINCE & POSTAL CODE  
 PHONE (123) 456-7890

**JOB ESTIMATE** 1001

TO: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 FROM: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_

THIS estimate is for completing the job as described above. It is based on our best estimate and does not include material price increases or additional labor and materials which may be required in the future. It is not a contract. It is only valid for the purpose of providing a rough estimate of the cost of the job. It is not to be used for any other purpose.

**C**

**Weekly Time Record**

EMPLOYEE'S NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 SOCIAL INSURANCE NUMBER: \_\_\_\_\_

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

WORKING HOURS: \_\_\_\_\_

WEEKLY EARNINGS: \_\_\_\_\_

WEEKLY DEDUCTIONS: \_\_\_\_\_

NET EARNINGS: \_\_\_\_\_

CHECK NO. \_\_\_\_\_ DATE: \_\_\_\_\_

FOR THE EMPLOYER TO USE ONLY  
 MATERIALS, LABOR, SUBCONTRACT, OVERHEAD, PROFIT

**E**

**ESTIMATE SHEET** PAGE NO. \_\_\_\_\_ OF \_\_\_\_\_ PAGES

TO: \_\_\_\_\_ FROM: \_\_\_\_\_  
 PROJECT NO. \_\_\_\_\_ DATE: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_ QUANTITY: \_\_\_\_\_ MATERIAL: \_\_\_\_\_ LABOR: \_\_\_\_\_ SUBCONTRACT: \_\_\_\_\_ TOTAL: \_\_\_\_\_

TOTAL COSTS: \_\_\_\_\_

MATERIALS: \_\_\_\_\_ LABOR: \_\_\_\_\_ SUBCONTRACT: \_\_\_\_\_

OVERHEAD: \_\_\_\_\_ PROFIT: \_\_\_\_\_

TOTAL: \_\_\_\_\_

**D**

**FREE Business Design** YOUR COMPANY NAME HERE  
 123 MAIN STREET  
 TOWN, PROVINCE & POSTAL CODE  
 PHONE (123) 456-7890

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

PROJECT NO. \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

**Don't Forget  
The Envelopes!**

Save addressing time with our envelopes. They are guaranteed to work with your forms. See pages 18 & 19.

**740**  
No Window

**771**  
Double Window  
**6482**  
Single Window

**F**

**FREE Business Design** YOUR COMPANY NAME HERE  
123 MAIN STREET  
TOWN, PROVINCE & POSTAL CODE

**SERVICE ORDER / INVOICE** 1001

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

DATE OF ORDER: \_\_\_\_\_

QUANTITY: \_\_\_\_\_ MATERIAL: \_\_\_\_\_ PRICE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ DESCRIPTION OF WORK: \_\_\_\_\_

OTHER CHARGES: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

LABOUR: \_\_\_\_\_ HOURS: \_\_\_\_\_ RATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

TOTAL OTHER: \_\_\_\_\_

TOTAL MATERIAL: \_\_\_\_\_

TOTAL LABOUR: \_\_\_\_\_

TOTAL: \_\_\_\_\_

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

WORK ORDERED BY: \_\_\_\_\_

THANK YOU

**G**

**FREE Business Design** YOUR COMPANY NAME HERE  
123 MAIN STREET  
TOWN, PROVINCE & POSTAL CODE  
PHONE (123) 456-7890

**1001**

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

DATE OF ORDER: \_\_\_\_\_

QUANTITY: \_\_\_\_\_ MATERIAL: \_\_\_\_\_ PRICE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ DESCRIPTION OF WORK: \_\_\_\_\_

OTHER CHARGES: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

LABOUR: \_\_\_\_\_ HOURS: \_\_\_\_\_ RATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

TOTAL OTHER: \_\_\_\_\_

TOTAL MATERIAL: \_\_\_\_\_

TOTAL LABOUR: \_\_\_\_\_

TOTAL: \_\_\_\_\_

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

WORK ORDERED BY: \_\_\_\_\_

THANK YOU

**H**

**FREE Business Design** YOUR COMPANY NAME HERE  
123 MAIN STREET  
TOWN, PROVINCE & POSTAL CODE  
PHONE (123) 456-7890

**JOB WORK ORDER** 1001

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

DATE OF ORDER: \_\_\_\_\_

QUANTITY: \_\_\_\_\_ MATERIAL: \_\_\_\_\_ PRICE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ DESCRIPTION OF WORK: \_\_\_\_\_

OTHER CHARGES: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

LABOUR: \_\_\_\_\_ HOURS: \_\_\_\_\_ RATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

TOTAL OTHER: \_\_\_\_\_

TOTAL MATERIAL: \_\_\_\_\_

TOTAL LABOUR: \_\_\_\_\_

TOTAL: \_\_\_\_\_

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

WORK ORDERED BY: \_\_\_\_\_

THANK YOU

Need something different?  
Call us for a free Custom Quote.

**I**

**FREE Business Design** YOUR COMPANY NAME HERE  
123 MAIN STREET  
TOWN, PROVINCE & POSTAL CODE  
PHONE (123) 456-7890

**INVOICE NO.** 1001

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

DATE OF ORDER: \_\_\_\_\_

QUANTITY: \_\_\_\_\_ MATERIAL: \_\_\_\_\_ PRICE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ DESCRIPTION OF WORK: \_\_\_\_\_

OTHER CHARGES: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

LABOUR: \_\_\_\_\_ HOURS: \_\_\_\_\_ RATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

TOTAL OTHER: \_\_\_\_\_

TOTAL MATERIAL: \_\_\_\_\_

TOTAL LABOUR: \_\_\_\_\_

TOTAL: \_\_\_\_\_

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

WORK ORDERED BY: \_\_\_\_\_

THANK YOU

## F Large Service Order/Invoice

Let our Service Order/Invoice do two jobs at once, taking you from start to finish! Job cost record on back of last copy.

**244**

**Size:** 8 1/2" x 11"  
**Copies:** 2 or 3 copies  
**Background:** Watermark — Blue  
**Material:** Last copy is manila card stock  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelope:** 771 Double Window

**244**

Copies	250	500	1000
2	\$245.38	\$375.38	\$550.00
3	\$299.23	\$462.30	\$699.23

Please call for special pricing on larger quantities.

## G Compact Job Order/Invoice

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

**211**

**Size:** 5 1/2" x 8 1/2"  
**Copies:** 2 or 3 copies  
**Background:** Watermark — Blue  
**Material:** Last copy is manila card stock  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelope:** 720 No Window

**211**

Copies	250	500	1000
2	\$214.61	\$343.84	\$472.30
3	\$262.30	\$416.15	\$585.38

Please call for special pricing on larger quantities.

## H Compact Job Work Order

Compact in size, generous in detail! Easily record costs in preprinted sections for materials, labour and more.

**258**

**Size:** 5 1/2" x 8 1/2"  
**Copies:** 2 or 3 copies  
**Background:** Watermark — Blue  
**Material:** Last copy is manila card stock  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelope:** 720 No Window

**258**

Copies	250	500	1000
2	\$221.53	\$352.30	\$483.84
3	\$269.23	\$426.15	\$603.84

Please call for special pricing on larger quantities.

## I Contractor Work Order, Expense & Invoice Form

Double-up in function and cut your paperwork in half! Our wide Work Order/Invoice gives you complete coverage from start to finish. Lots of space to record job costs in preprinted sections. Then, when the job is finished, your invoice is ready.

**245**

**Size:** 11" x 8 1/2"  
**Copies:** 2 or 3 copies  
**Material:** Last copy is manila card stock  
**Background:** Watermark — Blue  
**Imprint:** Black  
**Numbering:** Please Specify  
**Envelope:** 772 Double Window

**245**

Copies	250	500	1000
2	\$245.38	\$375.38	\$550.00
3	\$299.23	\$462.30	\$699.23

Please call for special pricing on larger quantities.

YOUR COMPANY NAME HERE

123 MAIN STREET  
TOWN, PROVINCE & POSTAL CODE  
PHONE (123) 456-7890

Make it easy for customers to call you.  
See page 37.



**A** Compact Service Order with  
Claim Check & I.D. Tag

312

<b>Size:</b>	5 1/2" x 11"
<b>Copies:</b>	3 copies
<b>Material:</b>	Last copy is manila card stock
<b>Background:</b>	Watermark — Blue
<b>Imprint:</b>	Black
<b>Numbering:</b>	Please specify
<b>Includes:</b>	Plastic-covered wire fasteners

312

Copies	250	500	1000
3	\$276.15	\$387.69	\$609.23

Please call for special pricing on larger quantities.

## B Service Order

305

<b>Size:</b>	4 1/4" x 8 1/2"
<b>Copies:</b>	2 or 3 copies
<b>Background:</b>	Watermark — Blue
<b>Material:</b>	Last copy is manila card stock
<b>Imprint:</b>	Black
<b>Numbering:</b>	Please specify
<b>Includes:</b>	Plastic-covered wire fasteners

305

Copies	250	500	1000
2	\$172.30	\$233.84	\$328.46
3	\$214.61	\$299.23	\$434.61

Please call for special pricing on larger quantities.

## C Repair Tag/Claim Check

304

<b>Size:</b>	3 1/8" x 5 1/2"
<b>Material:</b>	Extra thick white tag stock
<b>Imprint:</b>	Black
<b>Numbering:</b>	Please specify
<b>Includes:</b>	Plastic-covered wire fasteners

304

250	500	1000	2000
\$136.92	\$169.23	\$256.92	\$424.61

Please call for special pricing on larger quantities.

## D Material & Labour Record Book

Record both material descriptions and labour details on this compact yet complete form. Great for quick and easy write-ups!

230

<b>Size:</b>	4 <sup>3</sup> / <sub>16</sub> " x 8 <sup>1</sup> / <sub>4</sub> "
<b>Copies:</b>	1 copy
<b>Material:</b>	White bond stock with heavy card stock cover
<b>Includes:</b>	2 carbons with each book
<b>Forms per Book:</b>	100 forms

230

Copy	200 (2 books)	500 (5 books)	1000 (10 books)
1	\$36.87	\$46.87	\$82.50

Please call for special pricing on larger quantities.

## E Easy Tags

Choose Easy Tags when you want tags printed in black ink, in your choice of 5 tag stock colours! They're ideal for repair, shipping, pricing, layaway, even as customized inventory tags. Tag stock with reinforced die-cut hole.

790, 791

<b>Size:</b>	790 Horizontal 4 <sup>3</sup> / <sub>4</sub> " x 2 <sup>3</sup> / <sub>8</sub> "
<b>Size:</b>	791 Vertical 2 <sup>3</sup> / <sub>8</sub> " x 4 <sup>3</sup> / <sub>4</sub> "
<b>Material:</b>	13-pt. tag stock
<b>Includes:</b>	Plastic-covered wire fasteners

White    Manila    Yellow    Blue    Red

790, 791

250	500	1000
\$194.61	\$238.46	\$348.46

Please call for special pricing on larger quantities.

[illegible]

Send us your  
LOGO!

IDENTIFICATION TAG

DATE PROMISED \_\_\_\_\_

1001

\_\_\_\_\_

\_\_\_\_\_

=====

CLAIM CHECK

NO MERCHANDISE RETURNED WITHOUT THIS CHECK. NOT RESPONSIBLE FOR LOSS BY FIRE AND THEFT. OR FOR GOODS LEFT OVER SEASIDE.

YOUR COMPANY NAME HERE

1001

**REPAIR TAG** 1001

PHONE \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

CUSTOMER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ DATE PROMISED \_\_\_\_\_

WORK TO BE DONE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FREE** YOUR COMPANY NAME HERE  
**Business Design** 123 MAIN STREET  
 TOWN, PROVINCE & POSTAL CODE  
 PHONE (123) 456-7890

NO MERCHANDISE DELIVERED WITHOUT THIS CHECK. NOT RESPONSIBLE FOR GOODS LOST OR DAMAGED WITHOUT LOSS OF THIS OR THIS

**CLAIM CHECK** 1001

[illegible][illegible]

790

**FREE**  
Business  
Design

**YOUR COMPANY NAME HERE**  
123 MAIN STREET  
TOWN, PROVINCE & POSTAL CODE

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

**791**

**INSPECTED**

DATE \_\_\_\_\_

PART \_\_\_\_\_

MAKE \_\_\_\_\_

MODEL/YEAR \_\_\_\_\_

ENGINE \_\_\_\_\_

V.I.N. # \_\_\_\_\_

REASON FOR FAILURE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[illegible]

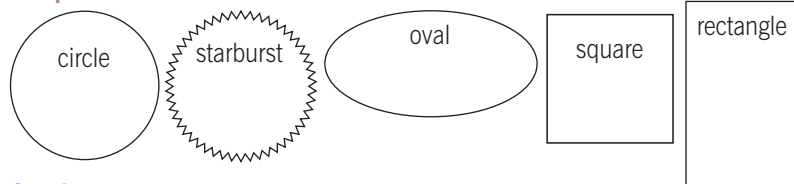
See Page 27 for  
Jewellery Repair  
Envelopes.

## Create-Your-Own Labels

Your business. Your products. Personalize them with custom labels. With a variety of shapes, sizes, colours and graphics to choose from, we'll help you build a custom label that is uniquely yours.

**Not sure where to start?** Let us walk you through your options.

### Shapes



### Stock

#### Paper Labels

White High Gloss  
Matte-Litho

#### Fluorescent Paper

Fluorescent Yellow  
Fluorescent Red-Orange  
Fluorescent Green

#### Weatherproof Labels

White Vinyl  
Clear Polyester

#### Foil Paper Labels

Gold  
Silver

#### Laminated Weatherproof Labels

Yellow Vinyl  
Dull Silver Polyester  
Silver Polyester

#### Static Cling Labels

Clear

### Ink Colours

Extra charges may apply.

Black 185	Tan 464	Navy 281	Reflex Blue
Red 185	Process Blue	Green 347	Burgundy 1945

### Call for pricing

**Specialty** These labels are suitable for indoor use on a clean, dry, smooth surface. Call for sizing details!

**Weatherproofed** These labels are laminated and are suitable for indoor or outdoor use. Call for sizing details!

CCL1210 (Black ink only on yellow label)



CCL1214



### Mailing Labels

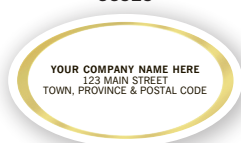
Not all label colours available in all formats. Some labels available in rolls — call for details. Ink Colours: see below.

CCL1214, CCL1210

Format	Size	300	600	1200
Laser	4" x 3 1/3"	\$152.30	\$193.07	\$252.30

Please call for special pricing on larger quantities.

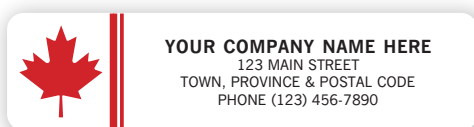
CC323



CC354



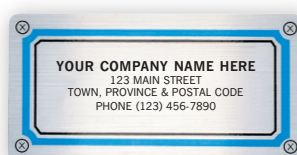
CC322



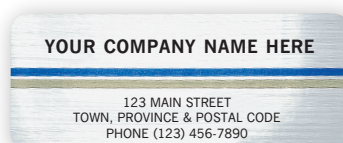
CC1512



CC1510



CC333



CC1513 (Black ink only)



CC320



CC368



Call for pricing

### Label Ink Colours

Select 1 of these 11 colours (except where noted).

Black 423	Grey 423	Red 185	Green 347	Hunter Green 348	Reflex Blue	Navy 281	Burgundy 1945	Brown 175	Tan 465	Teal 3272
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## Transform ordinary business forms into focused business solutions.

We can customize an existing form or create an all-new design unique to your business. Plus, you'll enjoy the additional Custom Solutions® benefits of easy ordering, quick quotes, fast turnaround, and competitive prices.

## Logos/Photos

Create a unique, professional image with your company logo or choose from our large selection of FREE business designs. Or, let our design experts create a logo just for you!

## Booking

Copies stay neatly bound into books with a wrap-around cover. The cover protects the entire book and doubles as a divider to separate the current form from the rest of the book.

## Hole Punching

Make storage easier by adding two-hole or three-hole punches.

## Ink Colours

In addition to standard Reflex Blue or Black ink, you can choose from over 1,000 Pantone Matching System® and CMYK ink colours!

### Paper Colour Sequence

Change our standard colour sequence to any sequence you want — and choose from seven paper colours!

## Padding

Take single-sheet forms and let us bind them in pads that are easy to carry and use.

## Graphic Design

Add or change lines, type, column headings, checkboxes, business terms, a benday and colour to increase functionality and promote your brand.

## Back Printing

Include special terms, warranties or clauses on the back side of your forms to protect your business. Or, use the space to advertise additional services.

## Perforations

Add perforations that tear off neatly for sections like customer receipts or claim checks.

### Consecutive Numbering

Help organize your records,  
eliminate mistakes and save  
precious time searching  
through your archives.

## Screens

Highlight key information with a hint of colour or use your logo as the background on a cheque or form.

**SECURITY:**  
Foil Hologram

Our multicoloured, dimensional foil includes embedded security features and cannot be reproduced by copiers or scanners.

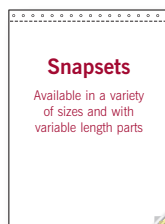
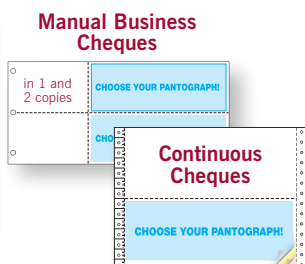
## Bleeds

Printing to the edge of a cut sheet gives your form a finished look. It's a professional touch some printers can't offer!

## Block Outs

Keep sensitive information off one or more copies of a form — great for packing lists!

**What can you customize? Take your pick.**



## Add more to your cheques and forms.

### It's all in the details.

Modify a pre-designed cheque or form in this catalogue, or create one from scratch, and customize it to fit your business.

#### PAPER COLOUR SEQUENCE

Specify the colour sequence you need.

#### FALSE POSITIVE TEST AREA

Enables cheque authentication using standard counterfeit detection pens and lamps.

#### LOGOS

Create a unique, professional image with your company logo or choose from our large selection of FREE business designs. Or, let our design service create one just for you.

#### INK COLOURS

In addition to standard Reflex Blue or Black ink, you can choose from over 1,000 Pantone Matching System® ink colours or 4-colour process.

#### FOIL HOLOGRAM

Our multicoloured, dimensional foil includes embedded security features, and cannot be reproduced by copiers or scanners.

#### VOID PANTOGRAPHS

The word VOID appears when the cheque is photocopied.

#### ANTI-COPY TECHNOLOGY

A layer of cheque fraud protection which makes cheques difficult to reproduce on the majority of printers used today.



#### COORDINATE YOUR LOOK WITH CUSTOM ENVELOPES!

#### SCREENS

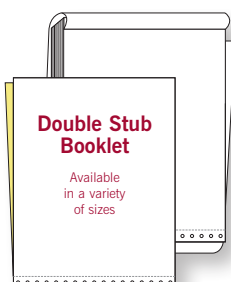
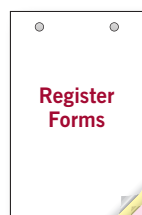
Highlight key information with a hint of colour or use your logo as the background.

#### THERMOCHROMIC INK

Ink reacts to heat to prevent copying.

#### CONSECUTIVE NUMBERING

Organize your records, eliminate mistakes and help save time.





Business stationery serves as your unique business signature and is your primary connection to your customers. Your choice of stocks, raised or flat ink, ink colours, layouts and typesyles. Letterhead with flat ink is laser printer friendly.

### A The GOOD Stationery

Basic white in a flat-finish bond. Economical alternative for everyday communications.

**CC1000** — Business Cards

**CC1001** — Letterhead

**CC1002** — Envelopes

White

Good

Product	250	500	1000	2000
CC1000	\$74.61	\$86.15	\$100.00	\$162.30
CC1001	\$125.38	\$149.23	\$225.38	\$403.07
CC1002	\$136.92	\$176.15	\$240.00	\$446.92

### B The BETTER Stationery

Adding a little colour to our flat-finish bond adds life to your business correspondence.

**CC1010** — Business Cards

**CC1011** — Letterhead

**CC1012** — Envelopes

Classic Crest –  
Natural

Classic Crest –  
Antique Gray

Better

Product	250	500	1000	2000
CC1010	\$100.00	\$123.84	\$142.30	\$187.69
CC1011	\$149.23	\$186.15	\$265.38	\$446.92
CC1012	\$170.76	\$220.00	\$328.46	\$597.69

### C The BEST Stationery

Finely textured Laid Imaging Finish stock is top quality yet affordably priced. A prestigious look for the true professional.

**CC1020** — Business Cards

**CC1021** — Letterhead

**CC1022** — Envelopes

Classic® Laid –  
Solar White

Classic® Laid –  
Natural (warm white)

Best

Product	250	500	1000	2000
CC1020	\$130.00	\$149.23	\$170.76	\$248.46
CC1021	\$183.07	\$214.61	\$311.53	\$506.15
CC1022	\$230.00	\$294.61	\$409.23	\$700.76

CC1021

CC1022

CC1020

C

## Set Your Business Apart!

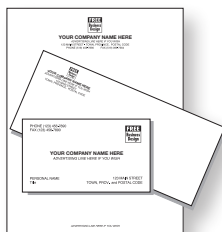
Ordering is easy:

1. Choose your paper stock and colour.
2. Choose your FREE standard ink colour.

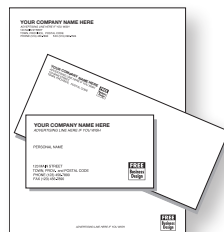
Black	Reflex Blue	Brown 175	Red 185	Navy Blue 281	Hunter Green 348
Green 347	Grey 423	Tan 465	Burgundy 1945	Teal 3272	

Non-standard ink colour combinations are available for an additional charge. Call for details.

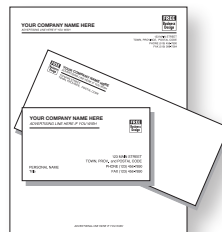
3. Choose your layout. Select one of the five layouts shown below or call for more options. Add up to two lines of imprint at the bottom of your letterhead.



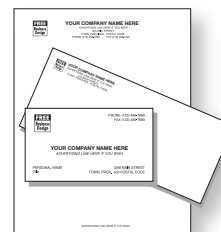
Layout A



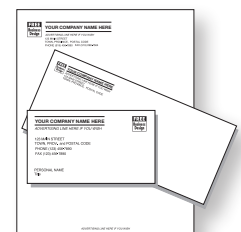
Layout AB



Layout D



Layout DB



Layout E

Our value prices include FREE imprinting (on most products) of your company name, address and phone number, plus a FREE business design (on most products). It is the most cost-effective way to get your name in front of customers and potential customers with every sale you make!

## Business Designs add an eye-catching element to your printing.

### 1. Choose from our selection of FREE Business Designs.

**To Order:** Indicate the business design number when ordering.

**Total Processing Time:** No additional processing time for business designs.

### 2. Use Your Own Company (Custom) Logo.

**To Order:** We can print your custom logo on all forms (where applicable). Send a clean black and white print (preferably original artwork) of your complete custom logo or send your artwork (on disk) in PC or Macintosh format. See page 43 for more information. Be sure to include all supporting graphic files and timesteps (fonts) on your supplied disk.

*Please note: We cannot work from photographs, raised print samples, photocopies or faxes. It's also important that the design does not contain screen tints or very fine lines.*

**Total Processing Time:** Please allow 10 working days for processing your first custom logo order. Often, it's necessary to redraw artwork or reset type to ensure a quality product. You'll be advised of cost before we begin. A copy of your custom logo will be retained in our files to expedite future orders. When reordering, help us with a reminder that we have your artwork on file. Allow time for delivery.

*NOTE: We reserve the right to decline any logo or national trademark that we feel will not reproduce properly (generally those with screen tints, fine lines, clippings or raised print).*



ADDITIONAL DESIGNS AVAILABLE! Call us for a complete listing of FREE Business Designs.

## Pick a style for your company imprint

To Order: Indicate selected typestyle number. (Note: Not all typestyles are available on all products.)

1	<b>GOTHIC BOLD</b>	Upper Case	38	<b>COPPERPLATE SMALL CAPS 31 BC</b>	Upper Case
2	TIMES TEN ROMAN	Upper Case	39	<b>GRAPHITE BOLD</b>	Upper Case
3	<i>Times New Roman Bold Italic</i>	Upper/Lower Case	40	<i>Graphite Bold</i>	Upper/Lower Case
4	<b>Gothic Bold</b>	Upper/Lower Case	41	GRAPHITE REGULAR	Upper Case
5	GOTHIC	Upper Case	42	<i>Graphite Regular</i>	Upper/Lower Case
6	Times Ten Roman	Upper/Lower Case	43	<b>AVANT GARDE BOLD CONDENSED OBLIQUE</b>	Upper Case
7	<i>Commercial Script</i>	Upper/Lower Case	44	<i>Avant Garde Bold Condensed Oblique</i>	Upper/Lower Case
8	<b>EUROSTILE BOLD</b>	Upper Case	45	<i>Kaufmann Bold</i>	Upper/Lower Case
9	COPPERPLATE 32AB	Upper Case	46	MELIOR ITALIC	Upper Case
10	<i>Optima Oblique</i>	Upper/Lower Case	47	<i>Melior Italic</i>	Upper/Lower Case
11	Souvenir Light	Upper/Lower Case	48	Optima	Upper/Lower Case
12	<b>Souvenir Medium</b>	Upper/Lower Case	49	OPTIMA SMALL CAPS OBLIQUE	Upper Case
13	<b>Cheltenham Bold</b>	Upper/Lower Case	50	OPTIMA SMALL CAPS	Upper Case
14	AVANT GARDE EXTRA LIGHT	Upper Case	55	<b>CHELTENHAM BOLD ITALIC</b>	Upper Case
15	COPPERPLATE 32BC	Upper Case	56	<i>Cheltenham Bold Italic</i>	Upper/Lower Case
16	<b>GOTHIC BOLD CONDENSED</b>	Upper Case	57	<i>CHELTENHAM BOOK ITALIC</i>	Upper Case
17	<b>DOM CASUAL BOLD</b>	Upper Case	58	<i>Cheltenham Book Italic</i>	Upper/Lower Case
18	<i>Old English Bold</i>	Upper/Lower Case	59	<i>Old English</i>	Upper/Lower Case
19	Cheltenham Light	Upper/Lower Case	60	FUTURA MEDIUM	Upper Case
20	<b>Belwe Medium</b>	Upper/Lower Case	61	Futura Medium	Upper/Lower Case
21	<i>Coronet Bold</i>	Upper/Lower Case	62	<b>PLANTIN ITALIC</b>	Upper Case
22	<i>Helvetica Light Italic</i>	Upper/Lower Case	63	<i>Plantin Italic</i>	Upper/Lower Case
23	<b>Plantin Bold Italic</b>	Upper/Lower Case	64	FRANKLIN GOTHIC BOOK	Upper Case
24	<i>Zapf Chancery Medium Italic</i>	Upper/Lower Case	65	Franklin Gothic Book	Upper/Lower Case
25	Cheltenham Book	Upper/Lower Case	66	<b>FRANKLIN GOTHIC DEMI</b>	Upper Case
26	<i>Cheltenham Light Italic</i>	Upper/Lower Case	67	<b>Franklin Gothic Demi</b>	Upper/Lower Case
27	<i>Brush Script</i>	Upper/Lower Case	68	<b>COPPERPLATE 31 AB</b>	Upper Case
28	Garamond Book	Upper/Lower Case	69	<b>COPPERPLATE SMALL CAPS 31 AB</b>	Upper Case
29	<i>Park Avenue</i>	Upper/Lower Case	72	MELIOR	Upper Case
30	Avant Garde Book	Upper/Lower Case	73	<i>Script</i>	Upper/Lower Case
31	HELVETICA MEDIUM	Upper Case	76	Melior	Upper/Lower Case
32	<b>HELVETICA BOLD</b>	Upper Case	78	<b>MELIOR BOLD</b>	Upper Case
33	<b>HELVETICA BLACK</b>	Upper Case	79	<b>Melior Bold</b>	Upper/Lower Case
34	AVANT GARDE BOOK OBLIQUE	Upper Case	80	<b>SOUVENIR BOLD</b>	Upper Case
35	<i>Avant Garde Book Oblique</i>	Upper/Lower Case	81	<b>Souvenir Bold</b>	Upper/Lower Case
36	<i>Boulevard</i>	Upper/Lower Case	82	<i>Embassy Regular</i>	Upper/Lower Case
37	<b>COPPERPLATE 31 BC</b>	Upper Case			

## Acceptable media:

- CD-Rom
- Flash Drives
- Email attachments (under 2 Megabytes)

## Acceptable file formats:

Images (raster images)

### Adobe Photoshop (and similar programs)

- Resolution for colour images should be at least 300 dpi
- Resolution for black & white bitmaps should be at least 1200 dpi
- Convert colour mode to CMYK
- Save file as .psd, .tif, .jpg or .eps
- Include a PDF proof or printed hard copy

### Adobe Acrobat

- Save file as .pdf (300 dpi or higher resolution)
- Include a PDF proof or printed hard copy

Logos (vector images)

### Adobe Illustrator

- Use spot colours (PMS colours) or greyscale (b&w), no CMYK
- Include any "placed" images; do not embed images
- Create "outlines" on all text or send fonts used
- Save file as .ai or .eps
- Include a PDF proof or printed hard copy

### CorelDRAW

- Use spot colours (PMS colours) or greyscale (b&w), no CMYK
- Include all image files (.tif, .eps), do not embed images
- Include all printer & screen or TrueType Fonts
- Export file as .ai for Mac; convert text to curves and turn on "Simulate Complex Filled Curves"
- Include a PDF proof or printed hard copy

Page Layouts

### QuarkXPress & Adobe InDesign

- Layout file (.qxp, .qxd, .indt, .indd)
- Include all image files (.tif, .jpg, .eps)
- Include all printer & screen or TrueType Fonts
- Include a PDF proof or printed hard copy

Text files

### Microsoft Word

- Save as .doc, .rtf or .txt
- Include a PDF proof or printed hard copy
- Logo images embedded into Word Documents will not be accepted

## General production parameters:

### Fonts

We cannot accept PC fonts. Use Postscript Type 1 Fonts. Postscript Fonts require both the Font Suitcase and the Outline/Printer File. Submitted TrueType Fonts cannot be guaranteed to print correctly. If you must use TrueType Fonts, send the file in high-resolution PDF format (keep in mind that not all TrueType Fonts are embeddable).

### Images

Halftones and bitmaps should be set at 300 dpi minimum. Submit only greyscale and CMYK colour modes. Pantone colours (PMS) should be submitted in CMYK equivalents.

### Scanned Images

Before placing images in programs like Illustrator, CorelDRAW® or QuarkXPress, the images should be checked for the following:

- All placed art should be in .tif or .eps format
- The resolution should be at least 300 dpi
- The colour mode of the image should be either Monochrome (bitmap mode), greyscale or CMYK. The CMYK mode is used for colour images and greyscale/monochrome for black & white.
- Crop and size images properly before placing so that masking, scaling or rotating is not necessary while in the drawing/layout program.

### File Naming

Always use a three-character extension to identify your file format: .tif, .jpg, .eps, .qxp, .qxd, .pdf, .cdr, etc. Keep the file name short but descriptive. Use only alpha-numeric characters; do not use punctuation, slashes, dashes, hyphens, accents, etc.

### Unacceptable Files

We cannot accept files composed in formats not listed on this page. In particular, do not submit MS PowerPoint® or MS Publisher files. Graphics downloaded or saved from Web pages are not acceptable for print products. These graphics have low-resolution images (usually 72 dpi), which are fine for screen display, but far below acceptable quality standards for print.

### Other Notes

Do not send the only copy of your files. Always retain a backup of your materials. If your files are corrupt or lost, we will need to rely on your backups.

## \$30 Art Charge

A \$30 art charge will be added to the final invoice for file formats other than the ones mentioned on this page.  
This charge also applies to hard copies sent via mail.

## Delivery

We will ship catalogue products with standard imprints within 3 business days (unless otherwise stated). Stock products are shipped within 24 hours. Custom orders can take up to 10 business days, after final approval. Please allow time for delivery.





Everything  
your  
business  
needs  
to thrive

