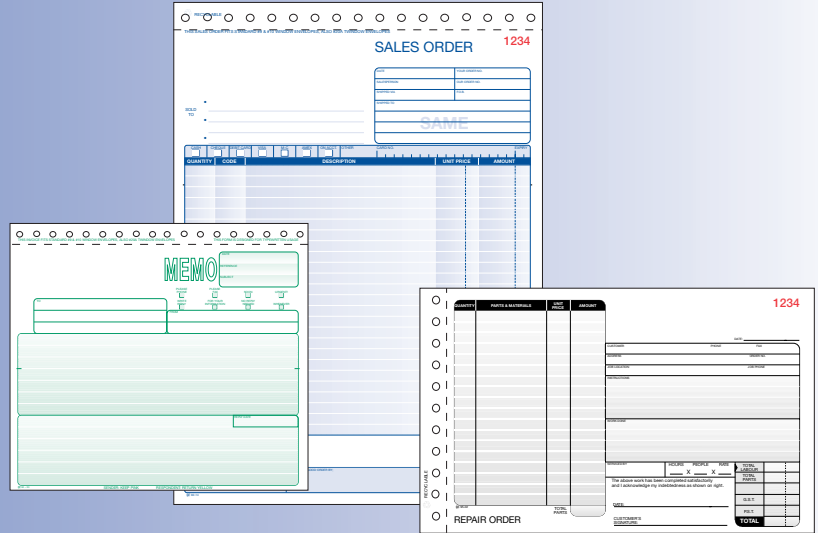



SNAPSET FORMS



Quick Easy PERSONALIZED FORMS INCLUDE...

QUANTITY	Available in quantities as low as 250 forms. We do not ship overruns
COPY PREP.	Imprint area set in one of our standard typefaces. Use any stock logo (Pg. 4) or supply a clean black & white logo
BASE DESIGN	 designs are exactly as illustrated. Unless otherwise specified personalized info. will be placed to fit a Twindow envelope, if applicable
CONSTRUCTION	"Carbonless" 2 Pt. White/Pink 3 Pt. White/Canary/Pink 4 Pt. White/Canary/Gold/Pink 5 Pt. White/Canary/Green/Gold/Pink, unless otherwise specified.
INK	Choose one of the following...Black, 287 Blue or 347 Green ~ printed all parts Any form illustrated in 2 colour, second colour 185 Red is included
NUMBERING	Red number as shown on illustrations ~ consecutive throughout run ~ 3 digit prefix or suffix
BACKPRINTING	Backprinting, in PMS 416 Grey, is included on 95 Series Work Orders
SHIPPING	Any destination in Canada ~ by ground using our contracted carrier

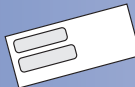
Quick Easy OPTIONS...Additional charges will apply

CUSTOM DESIGN	Art (if not supplied)
CONSTRUCTION	Pt. 1 must be White paper. Copies may be substituted with White, Canary, Gold, Blue, Pink or Green paper .
INK: 1st COLOUR	185 Red, 557 Process Blue, Reflex Blue, 220 Burgundy, or 168 Brown Or any other PMS ink colour (PMS number to be supplied with order)
2nd COLOUR	Second colour in 185 Red Or second colour in any other PMS ink (PMS number to be supplied with order)
DESIGNATIONS	Part distribution in red ink. Please specify location and parts.
BACKPRINTING	PMS 416 Grey on one or more parts (art extra if required)
PUNCHING	2-hole punching 5/16" diam., 2-3/4" C-C, 1/4" recess, parallel to stub. Please specify which parts.
BLOCKOUT	In base colour only, using one of our standard designs. See Pg. 3 for designs
NUMBERING	Move numbering to a non-standard position
BOOKING	Any form can be booked at the snapset stub in either 25's or 50's

Quick Easy OFFERS THE FOLLOWING...



PERSONALIZED FORMS
AVAILABLE IN BLACK,
287 BLUE OR 347 GREEN
FREE YOUR CHOICE!



This symbol indicates
the form will fit ...
10A, 20A, 30A or 40A
Twindow envelopes.
See Page 40.



Blank forms required? This
symbol indicates the form is
available "Off the Shelf" in
287 Blue in the number of
parts shown. See Page 46.
**Bill of Lading forms are
pre-numbered.**


MEMOS

Available in 2-5 Parts

FORM 90-05
(8 1/2 x 11 5/8)

FORM 90-04
(8 1/2 x 8 5/8)

Same Design in 2 Sizes!

 Personalized information will be placed to fit a Twindow envelope, unless otherwise specified.

FORM 90-01 MEMO
(4 1/4 x 7 5/8)

FORM 90-02 MEMO
(5 2/3 x 9 1/8)

10A Twindow Envelope

FORM 90-03 MEMO
(8 1/2 x 7 5/8)

20A Twindow Envelope

Alternate to Booking...
ALUMINUM HOLDERS!
See Pg. 46

STATEMENTS

91-01: 2 Pt. White/Pink 3 Pt. White/Canary/Pink
91-02 & 91-03: 2 Pt. White/Tag 4 Pt. White/White/White/Tag

FORM 91-01 STATEMENT
(5 2/3 x 9 1/8)

DATE	DESCRIPTION	CHARGES	CREDITS	BALANCE
BALANCE FORWARD				

10A Twindow Envelope

FORM 91-02 (ruled) STATEMENT
(5 2/3 x 9 1/8)

DATE	DESCRIPTION	CHARGES	CREDITS	BALANCE
BALANCE FORWARD				

10A Twindow Envelope

FORM 91-03 (unruled) STATEMENT
(5 2/3 x 9 1/8)

Typewriter Format!

DATE	DESCRIPTION	CHARGES	CREDITS	BALANCE
BALANCE FORWARD				

10A Twindow Envelope

 ANY form illustrating 2 colours... second colour red is FREE!

Refer to Page 34 for additional options.

OTHER FORMS

Available in 2-5 Parts

RECYCLABLE
THIS CHANGE ORDER FITS STANDARD #8 & #10 WINDOW ENVELOPES, ALSO FROM TWINROW ENVELOPES.

FORM 93-01
(5 2/3 x 9 1/8)

1234
PURCHASE ORDER

PLEASE SHOW THIS NUMBER ON ALL CORRESPONDENCE, BILLS, INVOICES AND PROFILES.

DATE OF ORDER: 200

SHIP TO:

SHIP VIA: _____

DATE REQUIRED	SHIP VIA	DESCRIPTION	QUANTITY	UNIT PRICE	UNIT	AMOUNT

PLEASE LET US KNOW RIGHT AWAY IF YOU ARE UNABLE TO SUPPLY ANY OF THE ABOVE AS SPECIFIED.

RECYCLABLE
THIS CHANGE ORDER FITS STANDARD #8 & #10 WINDOW ENVELOPES, ALSO FROM TWINROW ENVELOPES.

FORM 93-03
(8 1/2 x 11 5/8)

1234
PURCHASE ORDER

PLEASE SHOW THIS NUMBER ON ALL CORRESPONDENCE, BILLS, INVOICES AND PROFILES.

DATE OF ORDER: 200

SHIP TO:

SHIP VIA: _____

DATE REQUIRED	SHIP VIA	DESCRIPTION	QUANTITY	UNIT PRICE	UNIT	AMOUNT

PLEASE LET US KNOW RIGHT AWAY IF YOU ARE UNABLE TO SUPPLY ANY OF THE ABOVE MATERIALS AS SPECIFIED.

RECYCLABLE
THIS CHANGE ORDER FITS STANDARD #8 & #10 WINDOW ENVELOPES, ALSO FROM TWINROW ENVELOPES.

FORM 93-02
(8 1/2 x 7 5/8)

1234
PURCHASE ORDER

PLEASE SHOW THIS NUMBER ON ALL CORRESPONDENCE, BILLS, INVOICES AND PROFILES.

DATE OF ORDER: 200

SHIP TO:

SHIP VIA: _____

DATE REQUIRED	SHIP VIA	DESCRIPTION	QUANTITY	UNIT PRICE	UNIT	AMOUNT

PLEASE LET US KNOW RIGHT AWAY IF YOU ARE UNABLE TO SUPPLY ANY OF THE ABOVE MATERIALS AS SPECIFIED.

RECYCLABLE
THIS CHANGE ORDER FITS STANDARD #8 & #10 WINDOW ENVELOPES, ALSO FROM TWINROW ENVELOPES.

FORM 94-08
(8 1/2 x 11 5/8)

1234
CHANGE ORDER

CONTRACT NO: 200 PHONE: _____
 CONTRACT: 200 FAX: _____
 JOB NAME: _____
 JOB NUMBER: _____ JOB PHONE: _____
 CONTRACT NO: _____ DATE CONTRACT DATE: _____

Contractor's Signature: _____
 Date of Acceptance: _____

We agree to make the changes specified above for the sum of \$ _____

ORIGINAL CONTRACT AMOUNT \$ _____
 REQUESTED CONTRACT AMOUNT \$ _____

ACCEPTANCE: It is agreed that the above changes and prices are satisfactory. These changes are accepted, and are to be bound by the same terms and conditions as the original contract, unless specifically stated otherwise.



SAME DESIGN IN 2 SIZES!

Personalized information will be placed to fit a Twinrow envelope, unless otherwise specified.

ANY form illustrating 2 colours... second colour red is FREE!

RECYCLABLE
THIS PROPOSAL FITS STANDARD #8 & #10 WINDOW ENVELOPES, ALSO FROM TWINROW ENVELOPES.

FORM 94-01
(8 1/2 x 11 5/8)

1234
PROPOSAL

DATE: _____ PHONE: _____
 DATE OF PLANT: _____
 JOB NAME: _____
 LOCATION: _____
 JOB PHONE: _____ ARCHITECT: _____

WE PROPOSE to perform the following work, together with supplying the labour and materials specified above, according to the terms and conditions as stated, for the sum of \$ _____ DOLLARS

PAYMENT IS TO BE MADE AS FOLLOWS: _____

THIS PROPOSAL IS OPEN FOR ACCEPTANCE UNTIL: _____

ACCEPTANCE
 Your proposal is accepted together with the specifications, prices, conditions and payment terms written above. This acceptance is specific authority for you to proceed. Payment will be made as stated in this proposal.

DATE: _____ SIGNATURE: _____

RECYCLABLE
THIS PROPOSAL FITS FROM WINDOW ENVELOPES.

FORM 94-02
(5 2/3 x 9 1/8)

1234
PROPOSAL

DATE: _____ PHONE: _____

WE PROPOSE to perform the following work, supplying labour & materials, according to the following schedule:

ACCEPTANCE
 Your proposal as stated above is accepted.

DATE: _____ SIGNATURE: _____

RECYCLABLE
THIS BILL OF LADING FITS STANDARD #8 & #10 WINDOW ENVELOPES, ALSO FROM TWINROW ENVELOPES.

FORM 94-09
(8 1/2 x 9 1/8)

1234
BILL OF LADING

SHIPPER'S NAME: _____
 CONSIGNEE'S STREET ADDRESS: _____
 DESTINATION CITY - ZONE: _____

QUANTITY	DESCRIPTION OF ARTICLES AND SPECIAL MARKS	UNIT PRICE	UNIT	AMOUNT

TOTAL \$ _____

WE HEREBY GUARANTEE THAT THE ABOVE QUANTITIES AND WEIGHTS ARE CORRECT.

WE HEREBY GUARANTEE THAT THE ABOVE QUANTITIES AND WEIGHTS ARE CORRECT.

SHIPPER'S SIGNATURE: _____ DATE: _____

CONSIGNEE'S SIGNATURE: _____ DATE: _____

SHIPPER'S NO: 1234

CONSIGNEE'S NO: 1234

OTHER FORMS

Available in 2-5 Parts

FORM 94-03
(8 1/2 x 11 5/8)

RENTAL CONTRACT 1234

TO:

QTY.	ITEM NUMBER	DESCRIPTION OF ITEM RENTED	TIME RENTED	RENTAL RATE	PER	AMOUNT

NUMBER TAKEN	DESCRIPTION OF MERCHANDISE FOR PURCHASE	NUMBER RETURNED	NUMBER RENTED	UNIT PRICE	AMOUNT

TERMS & CONDITIONS

- The Customer shall pay all rental charges in advance...
- Equipment should be returned to the location...
- Equipment shall be returned to the Company for each day...
- The Customer shall be responsible for all charges...

TOTAL	
G.S.T.	
SUB-TOTAL	
P.S.T.	
TOTAL CHARGES	
LESS DEPOSIT	
REFUND	
TOTAL DUE	

ANY form illustrating 2 colours... the second colour red is FREE!

Personalized information will be placed to fit a Twindow envelope, unless otherwise specified.

FORM 94-04
(5 2/3 x 9 1/8)

RENTAL CONTRACT 1234

DESCRIPTION	QTY.	UNIT PRICE	TOTAL

NUMBER TAKEN	DESCRIPTION OF MERCHANDISE FOR PURCHASE	NUMBER RETURNED	NUMBER RENTED	UNIT PRICE	AMOUNT

CUSTOMER'S SIGNATURE

FORM 94-05
(8 1/2 x 11 5/8)

ESTIMATE 1234

ESTIMATE TOTAL COST	\$ 200
ESTIMATE PREPARED BY	

This Estimate is based on current conditions. Major fluctuations in price and rates will affect the amounts calculated significantly. Unforeseen events and changes in conditions may actually incur charges exceeded. This is NOT a Quotation.

FORM 94-06
(8 1/2 x 11 5/8)

VEHICLE REPAIR ESTIMATE 1234

TO:

DATE	DESCRIPTION	BODY HOURS	PAINT HOURS	PARTS	SUBLET

TOTAL CHARGES	
G.S.T.	
SUB-TOTAL	
P.S.T.	
TOTAL ESTIMATE	

FORM 94-07
(8 1/2 x 11 5/8)

QUOTATION 1234

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT

TOTAL	
G.S.T.	
SUB-TOTAL	
P.S.T.	
TOTAL	

SERVICE ORDERS

2 Pt. White/Tag 3 Pt. White/Canary/Tag
4 Pt. White/Canary/Pink/Tag 5 Pt. White/Canary/Gold/Pink/Tag

FORM 95-09
(8 1/2 x 9 1/8)

SERVICE ORDER 1234

TO:

QTY.	DESCRIPTION	PRICE	AMOUNT

Customer Name: CLAIM CHECK 1234

FORM 95-10
(4 1/4 x 9 1/8)

SERVICE ORDER 1234

QUANTITY	DESCRIPTION	AMOUNT

Customer Name: CLAIM CHECK 1234

Backprinting is not available for 95-10



Refer to Page 34 for additional options.

BACK PRINT
Printed on Tag, the last part of Service/Work Order



Form BACKPRINT-02: LABOUR RECORD and SERVICE INSPECTION/CHASSIS LUBRICATION section. Includes checkboxes for various maintenance items like oil filter, spark plugs, and brakes.

5 2/3 x 9 1/8
Recommended for 95-04

Form BACKPRINT-01: LABOUR RECORD and JOB COST ACCUMULATION section. Includes a table for recording hours and costs for different jobs.

5 2/3 x 9 1/8
Recommended for 95-01, -02, -03, or -04

Form BACKPRINT-03: LABOUR RECORD and CHASSIS LUBRICATION section. Similar to BACKPRINT-02 but with a different layout for the service inspection checklist.

8 1/2 x 7 5/8
Recommended for 95-05

Form BACKPRINT-04: PAYMENT RECORD and COMMENTS section. Includes a table for tracking payments and a large area for handwritten comments.

8 1/2 x 9 1/8
Recommended for 95-09

Form BACKPRINT-05: RECORD OF COSTS section. A large grid for tracking materials, labor, and other costs. Includes a summary section for retail price, total costs, gross profit, and net profit.

8 1/2 x 11 5/8
Recommended for 95-06

Form BACKPRINT-06: LABOUR RECORD and DYNAMOMETER PERFORMANCE CHECK section. Includes a table for recording labor and a performance check table for engine compression and RPM.

8 1/2 x 11 5/8
Recommended for 95-06, -07 or -08