



# CHECKS & FORMS

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# Laser Business Checks & Deposit Slips



## Laser Check Features:

- Sheet size: 8½" x 11"
- Detached check size: 8½" x 3½"
- Imprint area: 2⅞" x ¾"
- Top and bottom stubs are perforated
- Security features include: Padlock icon and warning box, original document screen, ultraviolet dull paper, micro print line, chemically sensitive paper
- Black ink imprint only
- Consecutive numbering in black ink up to 5 digits is included. If a starting number is not indicated, 1001 will be used.

## Deposit Slip Features:

- Carbonless
- 50 sets per book
- Detached slip size: 3¼" x 8½"
- Imprint area:
  - Company name: 1¾" x ½"
  - Financial institution: 1¾" x ½"
- Black ink imprint only



C.



A.



B.



## Laser Checks

Item Number	Description	Parts	500	1,000	2,000	3,000	4,000
A. RLC-57101-NAVO	Laser top check — Blue	1	\$118.90	\$160.10	\$245.10	\$329.60	\$413.50
RLC-56101-NAVO	Laser top check — Green	1	\$118.90	\$160.10	\$245.10	\$329.60	\$413.50
RLC-59101-NAVO	Laser top check — Burgundy	1	\$118.90	\$160.10	\$245.10	\$329.60	\$413.50
RLC-55101-NAVO	Laser top check — Teal	1	\$118.90	\$160.10	\$245.10	\$329.60	\$413.50
B. RLC-57001-NAVO	Laser middle check — Blue	1	\$118.90	\$160.10	\$245.10	\$329.60	\$413.50
RLC-56001-NAVO	Laser middle check — Green	1	\$118.90	\$160.10	\$245.10	\$329.60	\$413.50
RLC-59001-NAVO	Laser middle check — Burgundy	1	\$118.90	\$160.10	\$245.10	\$329.60	\$413.50
RLC-55001-NAVO	Laser middle check — Teal	1	\$118.90	\$160.10	\$245.10	\$329.60	\$413.50

(R) Production time: 2 working days. A voided check or bank specification sheet is required with order. Typestyles: Default typestyle shown on sample. See page 96 for ordering information.



## Deposit Slips

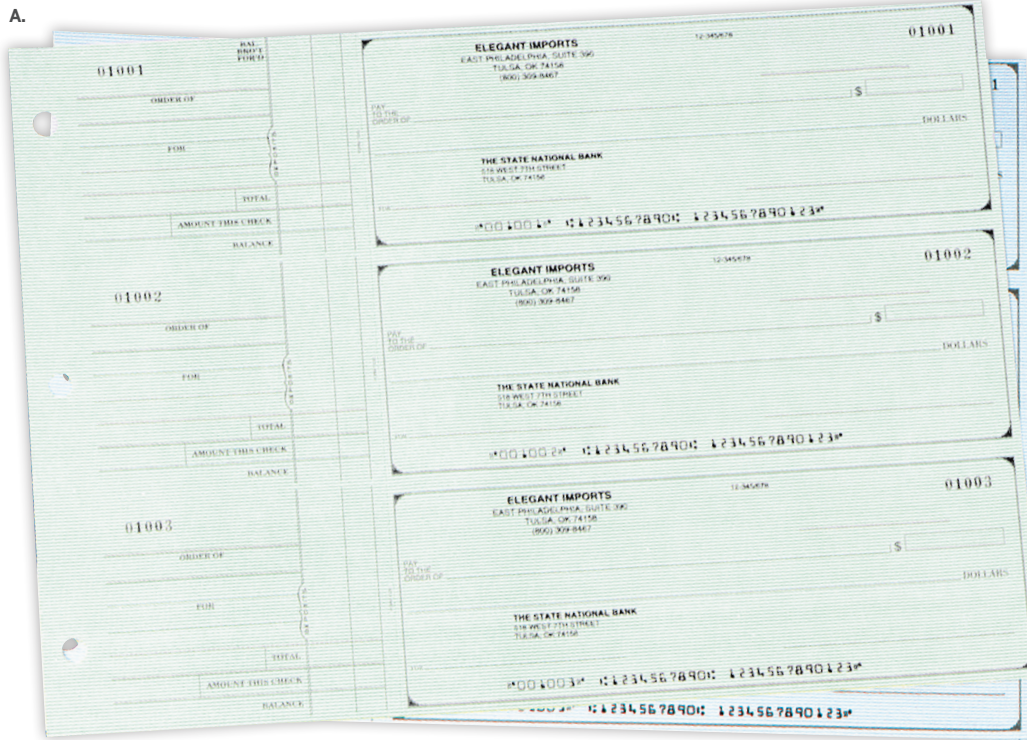
Item Number	Description	Parts	6 Books	Add'l 3 Books
C. RDT-6202-NAVO	Deposit Slip, Vertical	2	\$74.70	\$20.60

(R) Production Time: 5 working days. A sample Deposit Slip or bank specification sheet is required with order. Default typestyle shown on sample. Additional quantities are available; contact us for details.



2-Part





## Features:

- Sheet size: 13½" x 9½"
- Detached check size: 8¼" x 3"
- Imprint area:
  - Company Name: 4½" x ⅝"
  - Financial Institution: 2" x ½"
- Perforated stub
- Black ink imprint only
- Consecutive numbering in black ink up to 5 digits is included. If a starting number is not indicated, 1001 will be used.
- One FREE binder available upon request with each general use three-to-a-page check order

## B.



## Three-to-a-Page Checks

Item Number	Description	Parts	300	600	900	1,200
A. RTP-510-NAVO	General Use Three-to-a-Page — Green	1	\$63.30	\$99.40	\$135.90	\$172.00
RTP-520-NAVO	General Use Three-to-a-Page — Blue	1	\$63.30	\$99.40	\$135.90	\$172.00

## Additional Check Binders

Item Number	Description	1
B. RTPH-COV-NAVO	Black Check Binder ⚠	\$12.90

(R) Production Time: 5 working days. A voided check or bank specification sheet is required with order. Default typestyle shown on samples. Additional quantities are available; contact us for details.

⚠ **WARNING:** Cancer and Reproductive Harm - [www.P65Warnings.ca.gov](http://www.P65Warnings.ca.gov); see page 166 for more details.



## Full Color Custom Forms

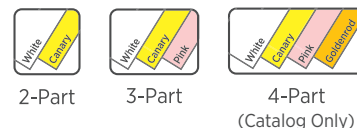
**Did You know?** | Full color print on every sheet lets you bring branding to every copy of a form.

### Features:

- Carbonless
- Glued edge available on any side; top is default
- Bleeds are not available; margins are  $\frac{3}{8}$ " around entire form
- Full color imprint on all parts
- Consecutive numbering in black ink up to 5 digits is included. If a starting number is not indicated, 1001 will be used.



### Short Run Full Color Custom Forms



Item Number	Description	Parts	100	200	250
RFC-802-NAVO	5½" x 8½"	2	\$101.00	\$122.60	\$129.70
RFC-803-NAVO	5½" x 8½"	3	\$111.70	\$145.80	\$157.10
RFC-804-NAVO*	5½" x 8½"	4	\$116.40	\$157.10	\$172.00
RFC-812-NAVO	8½" x 11"	2	\$123.10	\$147.30	\$158.60
RFC-813-NAVO	8½" x 11"	3	\$145.70	\$190.60	\$209.60
RFC-814-NAVO*	8½" x 11"	4	\$158.10	\$217.30	\$241.10

(R) Production time: 2 working days. Consecutive numbering is printed in black ink in one position on the form. Additional quantities available; contact us for details. \* Available only through manual catalog ordering.



**THE ELITE GROUP**  
PROPERTY MANAGEMENT

### SECURITY DEPOSIT RECEIPT

Date \_\_\_\_\_

Dear \_\_\_\_\_

Massachusetts law requires that a tenant be given a receipt with information concerning the status of the security deposit. It requires that landlords pay interest on the security deposit.

The law also requires that landlords hold the security deposit in a separate, interest bearing account in a Massachusetts bank. If a tenant lives in a rental unit for at least one year, the tenant is entitled to either 5% (subject to change) interest or whatever lesser amount is received from the bank where the deposit has been held.

Your security deposit in the amount of \$ \_\_\_\_\_ (dollars)  
has been deposited in \_\_\_\_\_ (bank)  
located at \_\_\_\_\_ (address)  
The account number is: \_\_\_\_\_

Sincerely, \_\_\_\_\_

Please complete this receipt within 30 days of receiving your deposit.

800.555.0178 • theelitegroup.com • 403 S. Main Street, Ste. 801 • Boston, MA 02129

**Stay Organized** | Consecutive numbering makes it easy to keep track of order numbers and more.

#### Features:

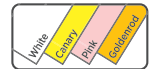
- Carbonless
- Glued edge available on any side; top is default
- Bleeds are not available; margins are  $\frac{3}{8}$ " around entire form
- Full color imprint on all parts
- Consecutive numbering in black ink up to 5 digits is available; see below for details. If a starting number is not indicated, 1001 will be used.



2-Part



3-Part

4-Part  
(Catalog Only)

### Long Run Full Color Custom Forms

Item Number	Description	Parts	500	1,000	2,000	2,500	5,000
RFC-802L-NAVO	5½" x 8½"	2	\$232.30	\$290.00	\$319.80	\$347.60	\$527.30
RFC-803L-NAVO	5½" x 8½"	3	\$288.40	\$351.30	\$459.40	\$533.00	\$926.00
RFC-804L-NAVO*	5½" x 8½"	4	\$277.30	\$365.00	\$532.10	\$627.60	\$1,082.30
RFC-812L-NAVO	8½" x 11"	2	\$286.30	\$399.20	\$530.40	\$619.50	\$1,128.40
RFC-813L-NAVO	8½" x 11"	3	\$361.00	\$570.10	\$859.00	\$1,040.80	\$1,819.50
RFC-814L-NAVO*	8½" x 11"	4	\$389.80	\$599.20	\$882.90	\$1,047.50	\$1,878.40

(R) Production time: 5 working days. Additional quantities available; contact us for details. \* Available only through catalog ordering.

### Add Consecutive Numbering

Add charges below to prices above

Item Number	Description	Per 1,000
RFN-NUM-NAVO	Consecutive Numbering	\$29.80

(R) Available in black ink in one position on the form.



### Features:

- 



White  
Canary  
Pink

White  
Canary  
Pink  
Goldenrod

## 1-Color Custom Glued Edge Forms

(R) Production time: 5 working days. Additional quantities and back copy available, contact us for details. † Available only through manual catalog ordering.



# 1-Color Custom Snap Set Forms

## Features:

- Carbonless
- Snap set edge available on any side; top is default
- Booking option available on 5½" x 8½" and 8½" x 11" sizes. See below for more information
- Bleeds are not available; margins are ⅜" around entire form
- Black ink imprint on all parts
- Additional ink options available; see below for details
- Consecutive numbering in black ink up to 5 digits is included. If a starting number is not indicated, 1001 will be used.



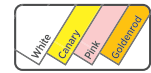
**Stay Organized** | Consecutive numbering makes it easy to keep track of order numbers and more.



2-Part



3-Part



4-Part

## 1-Color Custom Snap Set Forms

Size	Item Number	Parts	250	500	1,000	1,500	2,000	2,500
5½" x 8½" or smaller	RCS-912-1-NAVO	2	\$126.90	\$164.40	\$263.00	\$351.80	\$459.10	\$541.80
	RCS-913-1-NAVO	3	\$141.20	\$198.30	\$321.00	\$431.90	\$567.00	\$670.70
	RCS-914-1-NAVO	4	\$153.10	\$221.90	\$366.20	\$501.20	\$638.30	\$774.50
Larger than 5½" x 8½" (up to 8½" x 11")	RCS-932-1-NAVO	2	\$148.40	\$202.40	\$329.70	\$440.60	\$576.60	\$679.80
	RCS-933-1-NAVO	3	\$172.60	\$252.70	\$431.40	\$586.00	\$770.80	\$916.70
	RCS-934-1-NAVO	4	\$189.00	\$289.70	\$485.40	\$681.00	\$872.40	\$1,068.80

(R) Production time: 5 working days. Pricing shown is for black ink. Additional quantities available, contact us for details.

## Booking Option for Snap Set Forms

Item Number	Description	5	10	20	30	40	50
REC-BOOK-NAVO	Booking	\$11.50	\$22.50	\$43.50	\$65.00	\$86.00	\$107.50

(R) Allow 2 additional working days for booking. Booking option applies to 2-part and 3-part sets in the 5½" x 8½" and 8½" x 11" sizes only, not available on in-between sizes. The 5½" x 8½" form available booked on the 5½" edge. The 8½" x 11" form available booked on the 8½" edge. Booked 50 sets per book. Additional quantities available, contact us for details. See page 96 for ordering information.

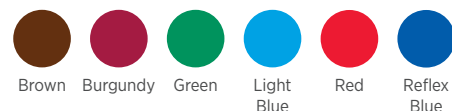
## Additional Imprint Options for Custom Glued Edge & Snap Set Forms

Add charges below to glued edge & snap set prices

1-color form with standard ink	\$20.00
1-color form with PMS ink	\$47.00

(R) Standard ink colors: Brown, Burgundy, Green, Light Blue, Red & Reflex Blue.

## Standard Ink Colors





To purchase additional register boxes see below.



- Carbonless
- Formats available only as shown
- Up to 4 lines of text in typestyle Goudy as shown
- Two-hole punched and fan folded
- Consecutive numbering in black ink up to 5 digits is included. If a starting number is not indicated, 1001 will be used.
- Black imprint and numbering on small forms
- Reflex blue imprint and red numbering on large forms



2-Part



3-Part

Item Number	Description	Parts	Imprint Area	250	500	750	1,000	2,000	3,000
A. RRF-7102-NAVO	4" x 6½" All Purpose Form	2	3¾" x ¾"	\$80.30	\$96.80	\$121.00	\$144.70	\$209.60	\$273.90
RRF-7103-NAVO	4" x 6½" All Purpose Form	3	3¾" x ¾"	\$92.70	\$119.50	\$146.20	\$172.00	\$272.40	\$368.20
B. RRF-7112-NAVO	5⅝" x 8½" All Purpose Form	2	4½" x 1½"	\$90.60	\$115.90	\$147.80	\$177.70	\$277.00	\$338.80
RRF-7113-NAVO	5⅝" x 8½" All Purpose Form	3	4½" x 1½"	\$103.00	\$147.80	\$191.50	\$234.80	\$354.30	\$458.30
C. RRF-7202-NAVO	4" x 6½" Sales Register Form	2	3½" x ¾"	\$81.90	\$98.90	\$126.20	\$144.70	\$229.70	\$293.50
RRF-7203-NAVO	4" x 6½" Sales Register Form	3	3½" x ¾"	\$95.80	\$127.70	\$155.50	\$175.10	\$271.90	\$369.20
D. RRF-7212-NAVO	5⅝" x 8½" Sales Register Form	2	4½" x 1½"	\$90.60	\$115.90	\$147.80	\$177.70	\$277.00	\$338.80
RRF-7213-NAVO	5⅝" x 8½" Sales Register Form	3	4½" x 1½"	\$103.00	\$147.80	\$191.50	\$234.80	\$354.30	\$458.30
E. RRF-7302-NAVO	4" x 6½" Sales Register Form with "Thank You" in red	2	3½" x ¾"	\$81.90	\$98.90	\$126.20	\$144.70	\$229.70	\$293.50
RRF-7303-NAVO	4" x 6½" Sales Register Form with "Thank You" in red	3	3½" x ¾"	\$95.80	\$127.70	\$155.50	\$175.10	\$271.90	\$369.20
F. RRF-7312-NAVO	5⅝" x 8½" Sales Register Form with "Thank You" in red	2	5" x 1½"	\$88.60	\$114.80	\$141.10	\$167.90	\$273.90	\$369.70
RRF-7313-NAVO	5⅝" x 8½" Sales Register Form with "Thank You" in red	3	5" x 1½"	\$104.00	\$144.70	\$184.30	\$224.00	\$351.70	\$465.50
G. RRF-7412-NAVO	5⅝" x 8½" Service Invoice Register Form	2	5" x 1¼"	\$88.60	\$114.80	\$141.10	\$167.90	\$273.90	\$369.70
RRF-7413-NAVO	5⅝" x 8½" Service Invoice Register Form	3	5" x 1¼"	\$104.00	\$144.70	\$184.30	\$224.00	\$351.70	\$465.50

Item Number	Description	1
H. RRFH-7002-NAVO	4" x 6½" Register Box	\$6.00
RRFH-7001-NAVO	5¾" x 8½" Register Box	\$9.00

**(R)** Production time: 2 working days. Additional quantities are available; contact us for details. Artwork with screens is not recommended.



A. B.  
Style shown comes in 2 sizes

C. D.  
Style shown comes in 2 sizes

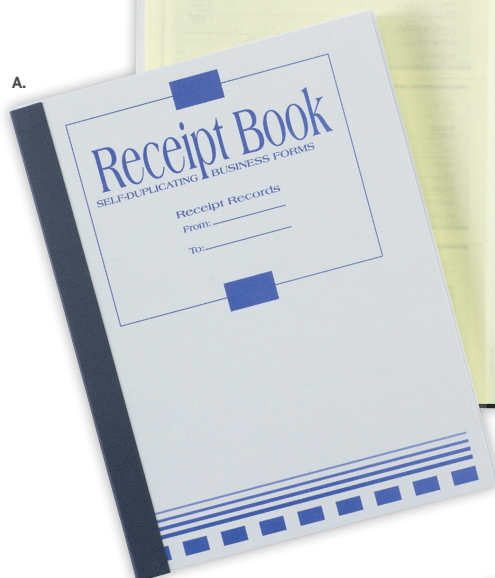
E. F.  
Style shown comes in 2 sizes

G.



# Receipt Books

A.



Jonny's Bar and Grill  
1821 Asylum Avenue  
Stamford, CT 06905  
203-463-0100

1001

RECEIVED FROM \_\_\_\_\_ DATE \_\_\_\_\_ \$ \_\_\_\_\_

FOR \_\_\_\_\_ DOLLARS \$ \_\_\_\_\_

AMOUNT OF ACCOUNT \$ \_\_\_\_\_

AMOUNT PAID \$ \_\_\_\_\_

BALANCE DUE \$ \_\_\_\_\_ BY \_\_\_\_\_

Thank You!

B.



## Features:

- Carbonless
- Formats available only as shown
- Perforated for easy separation
- Up to 4 lines of text in typestyle as shown
- Black ink imprint only
- Consecutive numbering in black ink up to 5 digits is included. If a starting number is not indicated, 1001 will be used.



2-Part



3-Part

## Receipt Books

Item Number	Description	Parts	Imprint Area	2 Books	4 Books	8 Books	10 Books
A. RBK-60252-NAVO	6½" x 8½" (detached 2⅞" x 6") Receipt Book, 252 sets per book	2	3" x ½"	\$104.50	\$151.40	\$244.60	\$277.60
RBK-60253-NAVO	6½" x 8½" (detached 2⅞" x 6") Receipt Book, 252 sets per book	3	3" x ½"	\$115.90	\$168.90	\$275.00	\$311.60
B. RSB-RBB2-NAVO	7⅞" x 11" (detached 6⅞" x 2¾") Receipt Book, 252 sets per book	2	4⅞" x ¾"	\$124.10	\$179.20	\$278.60	\$326.50
RSB-RBB3-NAVO	7⅞" x 11" (detached 6⅞" x 2¾") Receipt Book, 252 sets per book	3	4⅞" x ¾"	\$146.20	\$218.90	\$343.00	\$402.80

(R) Production time: 5 working days. Additional quantities are available; contact us for details. Artwork with screens is not recommended.





**Stay Organized** | Consecutive numbering makes it easy to keep track of gift certificates.

#### Features:

- Carbonless
- 50 sets per book
- Format available only as shown
- Perforated for easy separation
- Price includes blank white envelopes
- Up to 4 lines of text in typestyle as shown
- Black ink imprint only
- Consecutive numbering in black ink up to 5 digits is included. If a starting number is not indicated, 1001 will be used.



2-Part

### Gift Certificate Books

Item Number	Description	Parts	Imprint Area	2 Books	4 Books	8 Books	10 Books
RBK-60282-NAV0	7" x 3 3/8" Gift Certificate Book, Burgundy	2	2 3/4" x 1"	\$114.90	\$149.90	\$222.00	\$238.50

(R) Production time: 5 working days. Additional quantities are available; contact us for details. See page 96 for ordering information. Artwork with screens is not recommended.



## Invoice Forms


**A.**

[illegible]

C.

[illegible]

**B.**

		<b>ARDAN'S SPORTING GOODS</b> 1243 South Street Charlottesville, VA 22903 434-206-1591	
1001			
DATE			
SOLD TO	SHIPPED TO		
OUR ORDER NO.	YOUR ORDER NO.	SALESMAN	TERMS
SHIPPED VIA		PPS. OR COLL.	
QUANTITY	DESCRIPTION	PRICE	AMOUNT

### Features:

- Carbonless
  - Formats available only as shown
  - Perforated for easy separation
  - Up to 4 lines of text in typestyle as shown
  - Black ink imprint only
  - Consecutive numbering in black ink up to 5 digits is included.
- If a starting number is not indicated, 1001 will be used.



2-Part



### 3-Part

## Invoice Forms

Item Number	Description	Parts	Imprint Area	250	500	750	1,000	2,000	2,500
A. RSS-50052-NAVO	8½" x 7" Ruled Invoice	2	3⅝" x 1¼"	\$84.40	\$121.50	\$157.00	\$192.00	\$337.20	\$409.20
RSS-50053-NAVO	8½" x 7" Ruled Invoice	3	3⅝" x 1¼"	\$104.00	\$151.30	\$199.20	\$245.00	\$439.60	\$534.80
B. RSS-50063-NAVO	8½" x 7" Unruled Invoice	3	4¼" x 1¼"	\$104.00	\$151.30	\$199.20	\$245.00	\$439.60	\$534.80
C. RSS-50632-NAVO	8½" x 11" Ruled Invoice	2	4¼" x 1¼"	\$112.70	\$159.00	\$205.90	\$250.20	\$435.60	\$513.30
RSS-50633-NAVO	8½" x 11" Ruled Invoice	3	4¼" x 1¼"	\$140.50	\$203.30	\$266.70	\$329.90	\$583.20	\$690.30

**(R)** Production time: 2 working days. Additional quantities are available; contact us for details. Artwork with screens is not recommended.



**A.**

**B.**

## Features:

- Carbonless
- Formats available only as shown
- Perforated for easy separation
- Up to 4 lines of text in typestyle as shown
- Black ink imprint only
- Consecutive numbering in black ink up to 5 digits is included. If a starting number is not indicated, 1001 will be used.



## C.



2-Part



3-Part

## Invoice Forms

Item Number	Description	Parts	Imprint Area	250	500	750	1,000	2,000	2,500
A. RSS-50312-NAVO	8½" x 11" Job Invoice Form, Ruled	2	4¼" x 1¼"	\$110.20	\$155.00	\$200.80	\$244.00	\$423.70	\$513.20
RSS-50353-NAVO	8½" x 11" Job Invoice Form, Ruled	3	4½" x 1½"	\$122.50	\$181.70	\$237.40	\$297.00	\$529.80	\$632.20
B. RSS-50363-NAVO	8½" x 11" Contractors Invoice Form, Ruled	3	3¾" x 1"	\$122.50	\$181.70	\$237.40	\$297.00	\$529.80	\$632.20

(R) Production time: 2 working days. Additional quantities are available; contact us for details. Artwork with screens is not recommended.



2-Part

## Invoice Books

Item Number	Description	Parts	Imprint Area	10 Books	20 Books	30 Books	40 Books	50 Books
C. RBK-60062-NAVO	7¾" x 5½" Ruled Invoice Book, 50 sets per book	2	5" x 1"	\$135.40	\$204.40	\$289.90	\$344.50	\$399.20

(R) Production time: 5 working days. Additional quantities are available; contact us for details. Artwork with screens is not recommended.



# Purchase Order Forms & Books



A.

**HAZEL'S GREENHOUSE**  
742 Richardson Drive  
Millsboro, MT 59651  
406-258-5053

**PURCHASE ORDER NO. 1001**

SHIP VIA:  DATE REC'D:  FOR:

TERMS:

SOLD TO:  SHIPPED TO:

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE

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

B.

**HELIGMEYERS TRUCKING**  
4102 Tori Lane  
West Valley City, UT 84120  
801-577-4994

**PURCHASE ORDER NO. 1001**

SHIP VIA:  DATE REC'D:  FOR:

TERMS:

SOLD TO:  SHIPPED TO:

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE

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

C.

**KINNEY'S MARINE**  
895 Pyramid Valley Road  
Cedar Rapids, IA 52486  
319-531-7366

**PURCHASE ORDER**

4368

TO:  DATE:

ADDRESS:  DATE REQUIRED:

CITY/STATE/ZIP:  TERMS:

SHIP TO:  HOW SHIPPED:

ADDRESS:  BILL NO. OR DATE:

CITY/STATE/ZIP:  FOR:

QUANTITY	DESCRIPTION	PRICE	UNIT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

**IMPORTANT:** PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES/PROLOGS, ETC. PLEASE NOTIFY US IMMEDIATELY IF YOU ARE UNABLE TO COMPLETE ORDER BY DATE SPECIFIED.

PLEASE SEND YOUR INVOICE WITH ORIGINAL BILL OF LADING.

COPIES OF PURCHASING AGENT

## Features:

- Carbonless
- Formats available only as shown
- Perforated for easy separation
- Up to 4 lines of text in typestyle as shown
- Black ink imprint only
- Consecutive numbering in black ink up to 5 digits is included. If a starting number is not indicated, 1001 will be used.



2-Part



3-Part

## Purchase Order Forms

Item Number	Description	Parts	Imprint Area	250	500	750	1,000	2,000	2,500
A. RSS-50022-NAVO	8½" x 7" Purchase Order, Ruled	2	4¼" x 1¼"	\$90.10	\$146.20	\$184.30	\$224.50	\$371.70	\$433.40
RSS-50023-NAVO	8½" x 7" Purchase Order, Ruled	3	4¼" x 1¼"	\$146.20	\$198.20	\$248.10	\$298.50	\$499.30	\$582.70
B. RSS-50042-NAVO	8½" x 11" Purchase Order, Ruled	2	4¼" x 1¼"	\$110.20	\$154.90	\$200.80	\$244.00	\$397.90	\$496.20
RSS-50043-NAVO	8½" x 11" Purchase Order, Ruled	3	4¼" x 1¼"	\$140.50	\$203.30	\$266.70	\$329.90	\$583.20	\$690.30

(R) Production time: 2 working days. Additional quantities available; contact us for details. Artwork with screens is not recommended.



3-Part

## Purchase Order Books

Item Number	Description	Parts	Imprint Area	10 Books	20 Books	30 Books	40 Books	50 Books
C. RBK-60073-NAVO	5½" x 8" Purchase Order Book, Ruled, 50 sets per book	3	2¾" x 1"	\$153.50	\$243.10	\$325.50	\$412.50	\$499.50

(R) Production time: 5 working days. Additional quantities are available; contact us for details. Artwork with screens is not recommended.





A.

50112

**SALES ORDER** 1001

BRIAZZ CLEANING  
1324 Dane Street  
Latah, WA 99018  
509-286-0156

DATE  
SALESPERSON

SOLD TO:

QUANTITY	STOCK NUMBER / DESCRIPTION	UNIT PRICE	AMOUNT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

MOORE RETURNED PAID OUT RECEIVED BY TOTAL

B.

50112

**SALES ORDER** 1001

BRIAZZ CLEANING  
1324 Dane Street  
Latah, WA 99018  
509-286-0156

DATE  
SALESPERSON

SOLD TO:

QUANTITY	STOCK NUMBER / DESCRIPTION	UNIT PRICE	AMOUNT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

MOORE RETURNED PAID OUT RECEIVED BY TOTAL

**Features:**

- Carbonless
- Formats available only as shown
- Perforated for easy separation
- Up to 4 lines of text in typestyle as shown
- Black ink imprint only
- Consecutive numbering in black ink up to 5 digits is included. If a starting number is not indicated, 1001 will be used.



2-Part



3-Part

**Sales Order Forms**

Item Number	Description	Parts	Imprint Area	250	500	750	1,000	2,000	2,500
A. RSS-50112-NAVO	5½" x 8½" Sales Order Form, Ruled	2	2½" x 1½"	\$93.20	\$129.70	\$161.10	\$191.40	\$317.10	\$369.60
B. RSS-50123-NAVO	8½" x 11" Sales Order Form, Ruled	3	4½" x 1½"	\$136.90	\$198.20	\$259.90	\$321.20	\$565.40	\$665.30

(R) Production time: 2 working days. Additional quantities are available; contact us for details. Artwork with screens is not recommended.



## Sales Order and Road Service Books

A.

E.

F. G.

### Features:

- Carbonless
- 50 sets per book
- Formats available only as shown
- Perforated for easy separation
- Up to 4 lines of text in typestyle as shown
- Black ink imprint only
- Consecutive numbering in black ink up to 5 digits is included. If a starting number is not indicated, 1001 will be used.

B. C.

D.

Style shown comes in 2 sizes



2-Part

3-Part

### Sales Order Books

Item Number	Description	Parts	Imprint Area	10 Books	20 Books	30 Books	40 Books	50 Books
A. RBK-60052-NAVO	5½" x 8½" Sales Order Book	2	2¾" x 1½"	\$135.40	\$204.40	\$289.90	\$344.50	\$399.20
B. RBK-1172-NAVO	5½" x 8½" Multi-Purpose Sales Book	2	5" x 1¾"	\$135.40	\$204.40	\$289.90	\$344.50	\$399.20
RBK-1173-NAVO	5½" x 8½" Multi-Purpose Sales Book	3	5" x 1¾"	\$157.10	\$234.30	\$322.40	\$409.40	\$482.10
C. RBK-1291-NAVO	4¼" x 7" Multi-Purpose Sales Book	2	3¾" x 1¼"	\$113.80	\$160.70	\$204.50	\$248.20	\$283.20
RBK-1292-NAVO	4¼" x 7" Multi-Purpose Sales Book	3	3¾" x 1¼"	\$130.80	\$195.20	\$262.70	\$326.50	\$378.00
D. RBK-1174-NAVO	3¾" x 5½" Multi-Purpose Sales Book	2	3" x 1"	\$106.10	\$135.50	\$177.20	\$219.40	\$254.40
E. RBK-G2SB-NAVO	5½" x 8½" Sales Book	2	5" x 1½"	\$123.60	\$165.90	\$228.70	\$303.90	\$360.50
RBK-G3SB-NAVO	5½" x 8½" Sales Book	3	5" x 1½"	\$158.60	\$220.40	\$328.10	\$436.20	\$544.40

(R) Production time: 5 working days. Additional quantities are available; contact us for details. Artwork with screens is not recommended.



2-Part

3-Part

### Road Service Books

Item Number	Description	Parts	Imprint Area	10 Books	20 Books	30 Books	40 Books	50 Books
F. RBK-50286-NAVO	5½" x 8½" Road Service Book	2	5" x 7/8"	\$126.20	\$188.50	\$269.90	\$325.00	\$384.70
G. RBK-50287-NAVO	5½" x 8½" Road Service Book	3	5" x 7/8"	\$145.20	\$226.10	\$318.30	\$398.60	\$465.60

(R) Production time: 5 working days. Additional quantities are available; contact us for details. Artwork with screens is not recommended.



A.

**REPAIR ORDER**

**DESMOND AUTO REPAIR**  
1931 Asylum Avenue  
Stamford, CT 06905  
203-663-0100

1001

QTY	PART NO.	DESCRIPTION	PRICE
MATERIAL USED			
OUTSIDE REPAIRS			
BROUGHT FORWARD			
TOTAL PARTS			
TOTAL ACCESSORIES			
TOTAL AMOUNT			

**LABOR RECORD**

DATE	TIME	LABOR CHARGE
LABOR ONLY		
TOTAL LABOR		
TOTAL PARTS		
TOTAL ACCESSORIES		
TOTAL AMOUNT		

**REPAIR ORDER**

Front

**ADDITIONAL MATERIAL USED**

QTY	PART NO.	DESCRIPTION	PRICE
MATERIAL USED			
OUTSIDE REPAIRS			
BROUGHT FORWARD			
TOTAL PARTS			
TOTAL ACCESSORIES			
TOTAL AMOUNT			

**LABOR RECORD**

DATE	TIME	LABOR CHARGE
LABOR ONLY		
TOTAL LABOR		
TOTAL PARTS		
TOTAL ACCESSORIES		
TOTAL AMOUNT		

**REPAIR ORDER**

Back

B.

**AUTO REPAIR ORDER**

**SAMMY'S GARAGE**  
2434 Trymore Road  
Preston, MN 55965  
507-735-4789

1001

QTY	PART NO.	NAME OF PART	SALE AMT.
CUSTOMER'S INFORMATION			
NAME			
ADDRESS			
CITY			
PHONE			
LICENSE NO.			
VEHICLE			
WARRANTY			
LABOR ONLY			
TOTAL LABOR			
TOTAL PARTS			
TOTAL ACCESSORIES			
TOTAL AMOUNT			

**MECHANICS RECOMMENDATIONS**

QTY	PART NO.	DESCRIPTION	PRICE
MATERIAL USED			
OUTSIDE REPAIRS			
BROUGHT FORWARD			
TOTAL PARTS			
TOTAL ACCESSORIES			
TOTAL AMOUNT			

**LABOR RECORD**

DATE	TIME	LABOR CHARGE
LABOR ONLY		
TOTAL LABOR		
TOTAL PARTS		
TOTAL ACCESSORIES		
TOTAL AMOUNT		

**REPAIR ORDER**

Front

**ADDITIONAL MATERIAL USED**

QTY	PART NO.	DESCRIPTION	PRICE
MATERIAL USED			
OUTSIDE REPAIRS			
BROUGHT FORWARD			
TOTAL PARTS			
TOTAL ACCESSORIES			
TOTAL AMOUNT			

**LABOR RECORD**

DATE	TIME	LABOR CHARGE
LABOR ONLY		
TOTAL LABOR		
TOTAL PARTS		
TOTAL ACCESSORIES		
TOTAL AMOUNT		

**REPAIR ORDER**

Back

Features:

- Carbon
- Formats available only as shown
- Two-hole punched and perforated for easy separation
- Up to 4 lines of text in typestyle as shown
- Black ink imprint only
- Consecutive numbering in black ink up to 5 digits is included.  
If a starting number is not indicated, 1001 will be used.



3-Part

Repair Forms

Item Number	Description	Parts	Imprint Area	250	500	750	1,000	2,000	2,500
A. RSS-1563-NAVO	11" x 8 1/2" Repair Order Form	3	4" x 1"	\$163.70	\$238.30	\$309.40	\$380.90	\$645.00	\$755.10
B. RSS-1593-NAVO	8 1/2" x 7" Auto Repair Order Form	3	3 1/4" x 1"	\$153.40	\$230.10	\$298.60	\$368.60	\$619.30	\$698.60

(R) Production time: 2 working days. Additional quantities are available; contact us for details. Artwork with screens is not recommended.



# Service Forms

A.

C.

B.

## Features:

- Carbonless
- Formats available only as shown
- Perforated for easy separation
- Up to 4 lines of text in typestyle as shown
- Black ink imprint only
- Consecutive numbering in black ink up to 5 digits is included. If a starting number is not indicated, 1001 will be used.

Front

\*3-part with white tag

Back



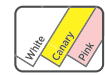
## Service Forms

Item Number	Description	Parts	Imprint Area	250	500	750	1,000	2,000	2,500
A. RSS-50283-NAVO	5½" x 8½" Service Order Form, Ruled	3	3" x 1"	\$101.90	\$141.60	\$182.30	\$221.40	\$380.50	\$412.90
B. RSS-50284-NAVO	8½" x 11" HVAC Service Order/Invoice	2	4" x ⅞"	\$111.70	\$162.70	\$202.90	\$243.50	\$397.90	\$475.10
C. RSS-50285-NAVO	8½" x 11" HVAC Service Order/Invoice	3*	4" x ⅞"	\$142.60	\$205.40	\$263.60	\$321.70	\$554.40	\$661.50

(R) Production time: 2 working days. Additional quantities are available; contact us for details. Artwork with screens is not recommended.



2-Part



3-Part



\*3-Part



A.

FORM 1713

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

SHIPPER'S No. 1001

CARRIER'S No. DATE

RECEIVED: Subject to the classification and terms in effect on the date of the issue of this Bill of Lading, the property described below is apparent good order, except as noted in contents and condition of contents of packages enclosed, marked, consigned, and delivered as indicated below which said carrier's receipt is hereby acknowledged through the carrier's receipting and is not to be taken in consideration of the property under the contract except to carry to its usual place of delivery or final destination, if in its nature, otherwise to deliver to another carrier on the basis of said destination. It is mutually agreed in each case of all or any of said property and all or any portion of said cargo to be delivered and all or any portion of any time contained in all or any of said property, that every service to be performed hereunder shall be subject to all the bill of lading terms and conditions in the governing classification on the date of shipment.

SHIPPER: GILLESPIE EXPORTS, INC. 4341 PARKWAY STREET SAN DIEGO, CA 92111

TO: CONSIGNEE: STREET: DESTINATION: CITY, STATE, ZIP: ROUTE: VEHICLE No.:

NO. SHIPPING UNITS: KIND OF PACKAGING, DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS: WEIGHT: RATE: CHARGES:

REMIT C.O.D. TO: ADDRESS: AMOUNT: COD FEE: COD PREPAID: COD COLLECT: TOTAL CHARGES: FREIGHT CHARGES: FREIGHT PREPAID: CHECK BOX: if charges are to be collected

1 GILLESPIE EXPORTS, INC. AUTHORIZED SIGNATURE: CARRIER: AUTHORIZED SIGNATURE: DATE: 1

1 MARK (X) IN IN-H-M COLUMN FOR HAZARDOUS MATERIALS

FORM 1713

\*All parts white.

B.

FORM 1713

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

SHIPPER'S No. 1001

CARRIER'S No. DATE

RECEIVED: Subject to the classification and terms in effect on the date of the issue of this original Bill of Lading, the property described below is apparent good order, except as noted in contents and condition of contents of packages enclosed, marked, consigned, and delivered as indicated below which said carrier's receipt is hereby acknowledged through the carrier's receipting and is not to be taken in consideration of the property under the contract except to carry to its usual place of delivery or final destination, if in its nature, otherwise to deliver to another carrier on the basis of said destination. It is mutually agreed in each case of all or any of said property and all or any portion of said cargo to be delivered and all or any portion of any time contained in all or any of said property, that every service to be performed hereunder shall be subject to all the bill of lading terms and conditions in the governing classification on the date of shipment.

SHIPPER: PHOENIX, AZ 85027 GANTOS POOL SUPPLY

TO: CONSIGNEE: STREET: DESTINATION: CITY, STATE, ZIP: ROUTE: VEHICLE No.:

NO. SHIPPING UNITS: KIND OF PACKAGING, DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS: WEIGHT: RATE: CHARGES:

REMIT C.O.D. TO: ADDRESS: AMOUNT: COD FEE: COD PREPAID: COD COLLECT: TOTAL CHARGES: FREIGHT CHARGES: FREIGHT PREPAID: CHECK BOX: if charges are to be collected

3 GANTOS POOL SUPPLY AUTHORIZED SIGNATURE: CARRIER: AUTHORIZED SIGNATURE: DATE: 1

1 MARK (X) IN IN-H-M COLUMN FOR HAZARDOUS MATERIALS

FORM 1713

\*All parts white.

Features:

- Carbonless
- Formats available only as shown
- Perforated for easy separation
- Includes lines of text, typesets, and imprint areas as shown; see below
- Black ink imprint only
- Consecutive numbering in black ink up to 5 digits is included. If a starting number is not indicated, 1001 will be used.

Imprint area:

- 1 Your Company Name - 1 line of type.
- 2 Your Company Address - 1 line of type.
- 3 Your Company Name and Address.
- 4 In the description area:  
Add up to 7 lines of type.



3-Part

Shipping Forms

Item Number	Description	Parts	250	500	750	1,000	2,000	2,500
A. RSS-1713-NAVO	8½" x 7" Bill of Lading Short Form	3	\$107.10	\$154.40	\$198.70	\$243.50	\$423.10	\$492.60
B. RSS-F6NC-NAVO	8½" x 11" Bill of Lading Short Form	3	\$200.80	\$279.40	\$355.70	\$432.40	\$724.60	\$900.80

(R) Production time: 2 working days. Additional quantities are available; contact us for details. Artwork with screens is not recommended.





## GENERAL INFORMATION: Checks & Forms

# CONTACT US

Call or email our dedicated Checks & Forms Team for any questions or about placing your custom project order.

### CUSTOMER SERVICE & ORDERS:

Phone: 978.504.1307

Email: bryan@northeastink.com

### ESTIMATES & QUOTING:

Phone: 978.504.1307

Email: bryan@northeastink.com

## General Ordering Information

### Art Charges

Art charges will apply for layouts requiring special attention, i.e. artwork that is unsuitable for reproduction, logos requiring color separation, or disks that contain files that are not print ready and require manipulation. If you need scanning or design and typesetting performed, contact us for a quote on prep charges.

NOTE: Add two production days for typesetting and design to the production time of the product. Listed production times will begin after artwork approval.

### Artwork

Provide clean, flat, black and white, camera ready artwork scaled to fit the imprint area.

### Booking

Sets of snap set forms bound together. Our custom books are bound together with staples and most often a wraparound cover. The cover is 80# white vellum stock which doubles as a divider to separate the form being used from the unused forms.

### Logos

View our stock logo selection on the Help and Resources tab online. Custom logo artwork should be provided in solid black. Prescreened artwork does not reproduce well. Logos will be placed in the upper left hand corner of the designated imprint area unless indicated otherwise.

### Proofs

Digital proofs are provided at no charge on all online orders. Manual catalog proofs in black and white are available for \$15.00 (R) each. Production time starts after proof approval.

### Snap Sets

Also known as snap-outs, snap apart or unit sets. Snap sets are multipart forms that have a perforated tear off stub on one edge.

### Special Set-up

A special set-up charge of \$37.10 (R) will be added to the order when adding copy that is requested outside of the designated printing area on the preprinted forms. A previous sample or sketch of additional copy placement should be provided with the order.

### Rights to Promotion

Navitor® reserves the right to use all products in our advertising and displays unless specified in writing at the time of order.

### Typestyles

**All Booklets and Snap Set forms are typeset in:** Optima with the exceptions of: Receipt Books RBB2 and RBB3, Road Service Book, Sales Books G2SB and G3SB, and Snap Set Forms F6NC are typeset in Helvetica Neue LT Standard Bold, upper and lower case.

**Register Forms are type set in:** Goudy. The main line (line 1) of copy will be typeset in 12 point upper case characters. The remaining copy (lines 2-4) will be typeset in 10 point upper- and lower-case characters.

### Laser, Three-to-a-Page Checks and Deposit Slips are typeset in:

**Company Name:** Helvetica Bold, 10 point upper case characters

**Company Address:** Helvetica Regular, 8 point upper case characters

**Financial Name:** Helvetica Bold, 8 point upper case characters

**Financial Address:** Helvetica Regular, 7 point upper case characters

**Routing/Account Numbers:** Magnetic Character Recognition (MICR) Standard 7 point.