

Toner Cartridges

These fully compatible or new toner cartridges are guaranteed 100% against manufacturing defects in material and workmanship.

Stop paying high prices for toner cartridges, start saving today!

- NO return cartridge required
- Offered in the most popular cartridges used today
- Packaged 1 cartridge per box

For most popular printers and fax machines!

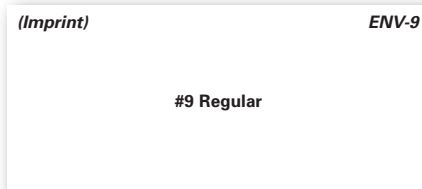


Stock Items

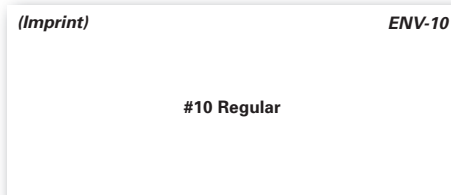
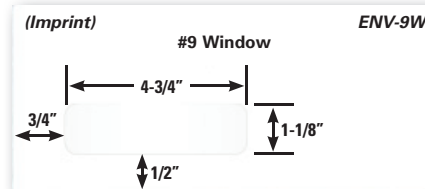
Model #	Item #	Yield	Description	Quantity Price Breaks
12A5745	8510	25K	New Lexmark, High Yield, Optra T 610/612/614/616	1, 2, 3, 5, 10
12A5745CMPT	8511	25K	Comp. Print Ctg, High Yield, Optra T 610/612/614/616	"
12A6865	8512	30K	New Lexmark, High Yield, Optra T 620/622	"
12A6765CMPT	8513	30K	Comp. Print Ctg., High Yield, Optra T 620/622	"
12A7465	8514	32K	New Lexmark, High Yield, Optra T 630/632/634	"
12A7362CMPT	8515	21K	Comp. Print Cart., High Yield Optra T 630/632/634	"
64015HA	8535	21K	New Lexmark, High Yield Optra T 640/642/644	"
64015HACMPT	8536	21K	Comp. Print Cart, High Yield Optra T 640/642/644	"
1382925	8516	17.6	New Lexmark, High Yield, Optra S 1200/1650/2450/4059	"
1382925CMPT	8517	17.6	Comp. Print Ctg., High Yield, Optra S 1200/1650/2450/4059	"
C6656AR	8522	450 pgs.	Reman. Inkjet Cartridge, No. 56, Black	"
C6657AR	8524	391 pgs.	Reman. Inkjet Ctg., No. 57, Tri-Color	"
TN460CMPT	8531	6K	Comp. Brother, High Yield, HL1240/1250/1270N/PPF-4750/5750	"
TN560CMPT	8532	6.5K	Comp. Brother, High Yield, HL1650/1670N	"
TN250	8528	2.2K	New Brother, PPF2800/MFC4800/6800/DCP1000	"



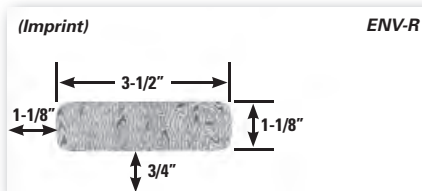
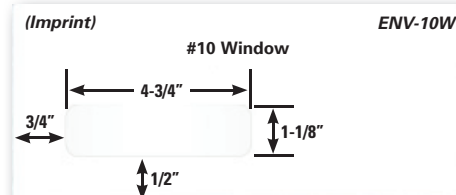
Envelopes



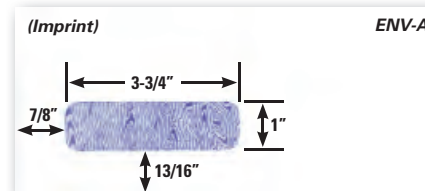
#9 Envelopes
(size 8-7/8" x 3-7/8")



#10 Envelopes
(size 9-1/2" x 4-1/8")



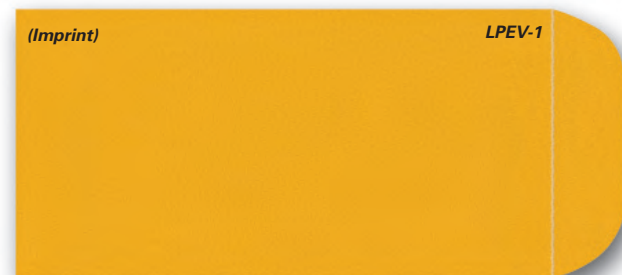
Automotive Check Envelopes
"R" & "A" Style
(size 8-7/8" x 3-7/8")



High quality 24# white wove envelopes are available in plain style or imprinted with your information. Order your supply today!

Standard Custom Printing includes the following:

- 1 Color Printing (1 side)
(2 sided printing available at additional charge)
- Ink color is Reflex Blue, Red or Black
(other colors available at additional charge)
- Up to 4 lines of standard type or 1 standard logo
- No screen, reverses, heavy coverage or special effects on standard printing
- Type and logos may be e-mailed in JPEG, TIFF, EPS or PDF format
- Packaged 500 per box



License Plate Envelope
(size 13" x 6-1/2")

Form #	Item #	Size	Quantity Price Breaks
ENV-9	8758	8-7/8" x 3-7/8"	500, 1000, 2500, 5000, 10,000
ENV-9 Imprinted	8758-IMP	8-7/8" x 3-7/8"	"
ENV-9W	8759	8-7/8" x 3-7/8"	"
ENV-9W Imprinted	8759-IMP	8-7/8" x 3-7/8"	"
ENV-10	8760	9-1/2" x 4-1/8"	"
ENV-10 Imprinted	8760-IMP	9-1/2" x 4-1/8"	"
ENV-10W	8761	9-1/2" x 4-1/8"	"
ENV-10W Imprinted	8761-IMP	9-1/2" x 4-1/8"	"
ENV-R-Style	8764	8-7/8" x 3-7/8"	"
ENV-R-Style Imprinted	8764-IMP	8-7/8" x 3-7/8"	"
ENV-A-Style	8765	8-7/8" x 3-7/8"	"
ENV-A-Style Imprinted	8765-IMP	8-7/8" x 3-7/8"	"
LPEV-1	831	13" x 6-1/2"	100, 500, 1000, 2000, 3000
LPEV-1 Imprinted	831-IMP	13" x 6-1/2"	500, 1000, 2000, 3000, 5000

General Journal Vouchers

These General Journal Vouchers are designed for use with most computer software systems.

- 8-1/2" x 11"
- 1 Part Cut Sheet
- 20# White Paper
- Prints in Blue & Red Ink
- Hole Punched for post storage binder
- Packaged 50 per pad, 100 per pack

Stock Items

Form #A-7221VI

Designed for use with the VIM* Accounting System.

Form #ERA-7221

Designed for use with the ERA* & VIM* Accounting System.

Form #A-150

General use voucher format.

Form #ADP-150

Designed for use with the ADP** Accounting System.

Form #FMAS-252

Designed for use with the Ford*** Accounting System. Printed in blue ink only.

Form #	Item #	Quantity Price Breaks
A-7221VI	814	100, 200, 500, 1000, 2000
ERA-7221	815	"
A-150	816	"
ADP-150	817	"
FMAS-252	8175	"

* VIM and ERA are registered trademarks of the Reynolds and Reynolds Company.

** ADP is a registered trademark of Automatic Data Processing Company.

*** Ford is used in reference to the Ford Motor Company

Accounts Payable Voucher Envelopes

Form #DSA-540

(General Accounting Style)

Stock Item

- 9" x 12"
- 2 colors – Buff or Green
- Prints in Black Ink
- Standard package is 500 per box
- Available in quantities of 100 and up

These envelopes organize accounts payable by vendor for easy payment processing. Large size 9" x 12" for keeping invoices, statements and receipts.

The image shows two Accounts Payable Voucher Envelopes, one buff and one green, stacked. The buff envelope is on top and is open, revealing the form inside. The form is titled "ACCOUNTS PAYABLE VOUCHER" and includes fields for "TOTAL CREDITS to Accounts Payable", "LESS: % Cash Disc", "PAY NET AMOUNT", "Date Paid", "Check No.", "Purchased from", "Address", "City & State", "Month of", and "Year". The main body of the form is a large grid for recording transactions. The green envelope is partially visible underneath the buff one.

Form # & Color	Item #	Quantity Price Breaks
DSA-540 Buff	547	100, 200, 500, 1000, 2000
DSA-540 Green	548	"

Form #A-1900

(Automated Accounting Style)

- 9" x 12"
- Buff Envelope with Red and Blue Screens
- Prints in Blue Ink
- Standard package is 500 per box
- Available in quantities of 100 and up

Form # & Color	Item #	Quantity Price Breaks
A-1900 Buff	549	100, 200, 500, 1000, 2000

Stock Item

The image shows an Accounts Payable Voucher Envelope, buff color, open to reveal the form inside. The form is titled "ACCOUNTS PAYABLE VOUCHER" and includes fields for "TOTAL CREDITS - to Accounts Payable", "LESS: % Cash Disc", "PAY NET AMOUNT", "Date Paid", "Check No.", "Purchased from", "Address", "City & State", "Month of", and "Year". The main body of the form is a large grid for recording transactions. The form also includes a section for "TOTALS" at the bottom right.

Vehicle Inventory Records

Vehicle washout records.

Six styles to choose from. Keyhole punched for binder storage. A convenient and organized way to keep vehicle information.

- 7-1/2" x 10-3/8"
- 28# Green Tint
- Packaged 50 per pack

Stock Item

Form #DSA-542-85
Prints in Green Ink

Form #A-542
Prints in Blue Ink

Stock Item

Stock Item

Form #A-532
Prints in Blue Ink

Form #	Item #	Quantity Price Breaks
DSA-542-85	790	50, 100, 200, 500, 1000
A-542	791	"
A-532	792	"

Employee File Jacket

Keep track of your employee's important data all in one convenient location.

Form #201

- 9" x 12"
- Prints in Black Ink on High Quality 32# Buff Jacket
- Packaged 50 per pack
- Available custom printed in Red, Blue or Black ink in quantities of 500 and up.

Front of jacket includes sections for employee personal data, as well as space for emergency information and employment history.

[illegible]

**Available
Custom Printed!!**
Design your own or
we can match your
existing layout.

[illegible]

Stock Item

Back of jacket has space for termination information and additional notes.

Form #	Item #	Quantity Price Breaks
201	821	50,100, 200, 500, 1000
201-C*	821-C	500, 1000, 2000, 5000, 10,000

* 201-C is a jacket printed on one side. Printing on second side at an additional charge.

Application for Employment

Form #EMP-1

- 1 Part Cut Sheet
- 60# White Offset Paper
- Folded to 8-1/2" x 11"
- Prints in Black Ink
- Packaged 50 per pack

This form has been designed to strictly comply with State and Federal Fair Employment Practice Laws prohibiting employment discrimination.

This form contains 4 pages and is folded at a convenient 8-1/2" x 11" for easy filing.

Form #	Item #	Quantity Price Breaks
EMP-1	820	50, 100, 200, 500, 1000

Designed specifically for the Automotive Industry

Stock Item

	Elementary	High School	College / University	Graduate / Professional
School Name				
Years Completed / Credits	1-12	1-12	1-12	1-12
Options / Degrees				
Describe Course of Study or Major				
Describe Specialized Training, Military Experience, Special Computer Certifications, Skills and Computer Aided				
Include Hobbies and Activities				

(For additional information use separate sheet)

Can you provide documentation that you have the right to work in the United States? ☐ Yes ☐ No (Your Initials)

List all computer programs in which you are proficient:

Can you type? ☐ Yes ☐ No If yes, please provide your average speed: _____ words per minute.

Are you available to work weekends and evenings if necessary? ☐ Yes ☐ No

Are you capable of consistently performing the SPECIFIC job duties required of the position for which you are applying? ☐ Yes ☐ No

Can you meet the SPECIFIC attendance requirements of the job for which you are applying? ☐ Yes ☐ No

Did you have any unauthorized absences from your last job? ☐ Yes ☐ No

Do you currently use illegal drugs? ☐ Yes ☐ No

Have you frequently used drugs in the last two years? ☐ Yes ☐ No

Have you ever been convicted for the use, sale, or possession of illegal drugs? ☐ Yes ☐ No

Have you submitted any letters of recommendation you may have from previous employers? ☐ Yes ☐ No

Additional comments concerning above information: _____

In case of an accident or other emergency, who should we contact?

Name: _____ Relationship: _____

Home Address: _____ Street _____ City _____ State _____ Telephone _____

Work Address: _____ Street _____ City _____ State _____ Telephone _____

Page 2 contains education and general information such as emergency information.

Please list the names of your previous employers in chronological order with present or last employer listed first. **Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business reference.**

Name of Present or Last Employer	Employment Dates	Your Title or Position	Reason for Leaving
City/State/Zip Code	Start Date End Date	Pay \$ \$	Name of Last Supervisor
City/State/Zip Code	Start Date End Date	Pay \$ \$	Name of Last Supervisor
City/State/Zip Code	Start Date End Date	Pay \$ \$	Name of Last Supervisor
City/State/Zip Code	Start Date End Date	Pay \$ \$	Name of Last Supervisor
City/State/Zip Code	Start Date End Date	Pay \$ \$	Name of Last Supervisor
City/State/Zip Code	Start Date End Date	Pay \$ \$	Name of Last Supervisor
City/State/Zip Code	Start Date End Date	Pay \$ \$	Name of Last Supervisor
City/State/Zip Code	Start Date End Date	Pay \$ \$	Name of Last Supervisor
City/State/Zip Code	Start Date End Date	Pay \$ \$	Name of Last Supervisor
City/State/Zip Code	Start Date End Date	Pay \$ \$	Name of Last Supervisor

Have you ever been terminated or asked to resign from any job? ☐ Yes ☐ No If yes, please explain circumstances: _____

Please explain fully any gaps in your employment history: _____

May we contact your current employer? ☐ Yes ☐ No If no, please explain: _____

Page 3 contains detailed information regarding previous employment.

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE - EQUAL OPPORTUNITY EMPLOYER

Date: _____

Position Desired: ☐ Full Time ☐ Part Time Salary Desired: _____ Available Date: _____

APPLICANT'S STATEMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

I understand that this application will be given every consideration, but is not a promise of employment.

I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at any time with or without notice, and the Company has the same right. No one other than the President of the Company has authority to modify this relationship or to make any agreement to the contrary. Any such modification or agreement must be in writing.

I understand that the Company reserves the right to require me to submit to a medical examination, including a drug / alcohol test, prior to employment and at any time during my employment, to the extent permitted by law. I also understand that I may be required to take other tests, such as personality and honesty tests, prior to employment and during my employment.

I understand that the Company may investigate my driving record and my criminal record and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends and others with whom I am acquainted or know me. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive detailed information about the nature and scope of this investigation. I further understand that the Company may contact my previous employer and I authorize those employees to disclose to the company all records pertinent to my employment with them. In addition to authorizing the release of any information regarding employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees, and representatives, as well as other individuals who release information to the Company, and release them from any and all liabilities, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I hereby state that all of the information that I provide on this application and in any interview is true and accurate. I understand that if I am employed and any such information is later found to be false in any respect, I may be dismissed.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT

Signature of Applicant: _____

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER	HOME TELEPHONE NUMBER
PRESENT ADDRESS				
CITY		STATE	ZIP	HOW LONG AT THIS ADDRESS?
PREVIOUS ADDRESS				
CITY		STATE	ZIP	HOW LONG AT THIS ADDRESS?
E-MAIL				

WHO REFERRED YOU TO THIS COMPANY?
☐ EMPLOYMENT AGENCY ☐ NEWSPAPER ☐ FRIEND ☐ EMPLOYEE ☐ STATE EMPLOYMENT AGENCY ☐ WALK IN ☐ INTERNET ☐ OTHER (DESCRIBE) _____

Are you 18 years of age or older? ☐ Yes ☐ No

Have you ever worked for this Company before? ☐ Yes ☐ No If yes, please give dates and position: _____

Do you have any friends or relatives working here? ☐ Yes ☐ No If yes, Name: _____ Relationship: _____

Do you have a means of transportation that will allow you to consistently arrive at work on time? ☐ Yes ☐ No

If a driver's license is required for the SPECIFIC position for which you are applying, do you have a valid driver's license? ☐ Yes ☐ No License No. _____ State Issued _____ Exp. Date _____

Have you been found guilty of a traffic violation of any kind within the last FIVE years? ☐ Yes ☐ No If yes, please give date and details: _____

Have you ever pled guilty or "no contest" to a crime or been convicted of a crime? ☐ Yes ☐ No If yes, give date and details of each: _____

NOTE: Answering "yes" to this question does not constitute an automatic bar to employment.

To Reorder: Specify Item #820 Form EMP-1 Revised (2/07)

Page 1 contains all personal data and applicants statement.

CHARACTER REFERENCE

Please list persons who know you well. **Do not include employers or relatives.**

Name	Occupation	Address Street, City, State, Zip	Phone Number	Years Known

ADDITIONAL INFORMATION - please indicate any actual experience you have in any of the following positions:

OFFICE	SALES / LEASING	SERVICE & REPAIR	PARTS
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Sales Manager	<input type="checkbox"/> Service Manager	<input type="checkbox"/> Parts Manager
<input type="checkbox"/> Bookkeeper	<input type="checkbox"/> Sales Person (New Car)	<input type="checkbox"/> Service Writer/Advisor	<input type="checkbox"/> Parts Counter
<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> Sales Person (Used Car)	<input type="checkbox"/> Dispatcher	<input type="checkbox"/> Parts Stocker
<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Sales Person (Truck)	<input type="checkbox"/> Shop Foreman	<input type="checkbox"/> Parts Driver
<input type="checkbox"/> Payroll Clerk	<input type="checkbox"/> F & I Manager	<input type="checkbox"/> Mechanic/Technician	<input type="checkbox"/> Other
<input type="checkbox"/> Tag Title Clerk	<input type="checkbox"/> Leasing Manager	<input type="checkbox"/> Electrician	<input type="checkbox"/> OTHER
<input type="checkbox"/> Inventory Clerk	<input type="checkbox"/> Fleet Manager	<input type="checkbox"/> Helper	<input type="checkbox"/> Machinist
<input type="checkbox"/> Cashier	<input type="checkbox"/> Used Car Manager	<input type="checkbox"/> Printer	<input type="checkbox"/> Porter / Janitor
<input type="checkbox"/> Receptionist	<input type="checkbox"/> Rental	<input type="checkbox"/> Body Repair	<input type="checkbox"/> Security
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Car Wash	<input type="checkbox"/> Other / Messenger
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Maintenance

DO NOT WRITE IN THIS SPACE - FOR INTERVIEWER'S USE ONLY

Interviewed by: _____ Date: _____

Comments: _____

DATE: _____ TIME: _____ SUPERVISOR TO REPORT TO: _____

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I understand and agree that as a condition of employment, I may be required to successfully complete a drug and/or alcohol screening test before becoming an employee. In addition, the company reserves the right to administer a drug and/or alcohol screening test to any and/or all employees at any time during their employment for any or no reason.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE.

Date: _____ Signature of Applicant: _____

ATTENTION: USER - It is the user's responsibility to ensure that the form and its use comply with applicable laws, which change from time to time. Seller assumes no responsibility and hereby disclaims any liability for the inclusion in this form of any questions or requests for information upon which a violation of law, state order or other law may be based. The information should be knowledgeable of current laws and state order and not to discriminate in any way.

Page 4 contains character references and previous automotive experience.

Cash Receipt Books

These coil bound Cash Receipt Books are an excellent way to control all money recieved into your dealership. They include a heavy stock cover to prevent write-through.

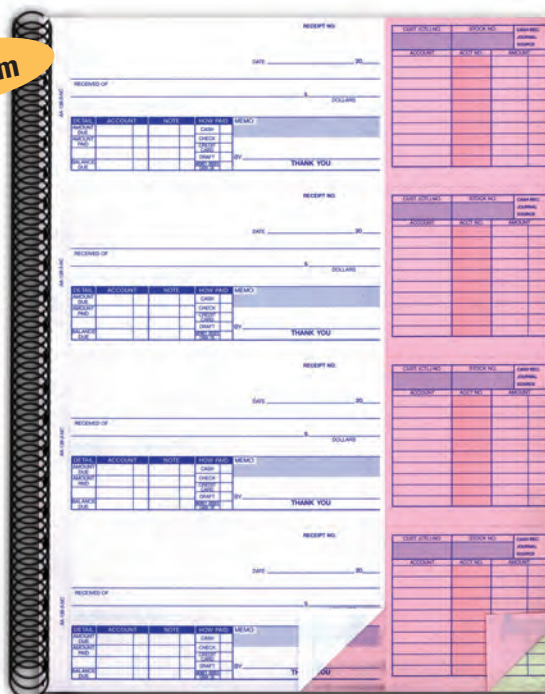
Form #AA-138NC-1S2L

- 8-1/2" x 11"
- 3 Part, 200/book (2-3/4" x 8")
1 Short 2 Long, Carbonless - White, Pink, Canary
- 3 Internal Perfs
- Parts 1 & 2 only every 2-3/4"
- Part 1 is the short copy
- Available imprinted in red ink on 5 books and up

Non-imprinted stock is pre-numbered in red.
(No choice of starting number.)

Form #	Item #	Quantity Price Breaks
AA-138NC-1S2L	8042	1, 2, 5, 10, 15 Books
AA-138NC-1S2L Imprinted	8042-IMP	5, 10, 15, 25, 50 Books

Stock Item



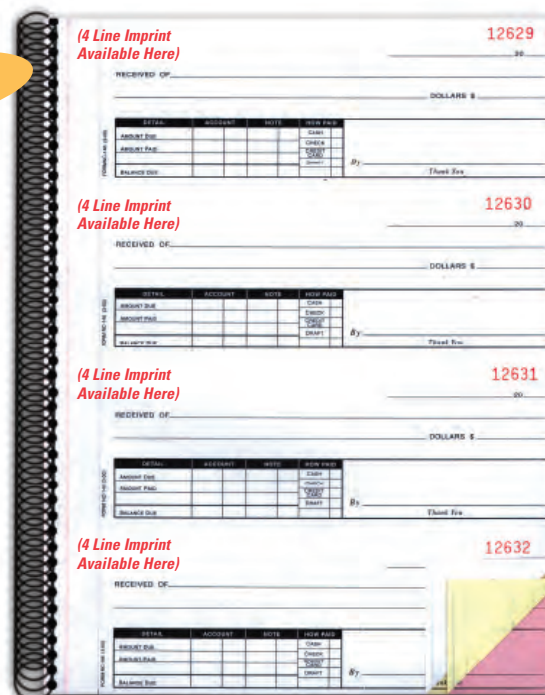
Form #NC-146-3 (Plain or Imprinted)

- 8-1/2" x 11"
- 3 Part, 200/book (2-3/4" x 7-1/2")
Carbonless - White, Canary, Pink
- Prints in Black Ink
- 3 Internal Perfs -
Parts 1 & 2 only every 2-3/4"
- Available imprinted in red ink on 5 books and up

This is a 3-part cash receipt book. All pages are 8-1/2" x 11" with 4 receipts per page or 200 receipts per book. Non-imprinted stock is pre-numbered in red. (No choice of starting number.)

Form #	Item #	Quantity Price Breaks
NC-146-3	8040	1, 2, 5, 10, 15 Books
NC-146-3 Imprinted	8040-IMP	5, 10, 15, 25, 50 Books

Stock Item



Cash Receipt Journals

This receipt journal eliminates copy work while increasing posting speed.

Form #AA-1301 Buff
AA-1302 Green

- 11" x 14"
- 1 Part
- Cut Sheet, 2 File Holes
- Prints in Blue & Red Ink
- Packaged 50 per pack

Stock Item

Form # & Color	Item #	Quantity Price Breaks
AA-1301 Buff	8034	50, 100, 200, 500, 1000
AA-1302 Green	8035	"

The image shows two sheets of Cash Receipt Journals. The top sheet is yellow (Buff) and the bottom sheet is green. Both sheets have a grid layout for recording transactions. The grid includes columns for DATE, RECEIPT NO., CONTROL NO., RECEIVED FROM, and AMOUNT. There are also sections for recording the type of payment (CASH, CHECK, CREDIT CARD, DRAFT) and the account (ACCOUNT, NOTE). The bottom sheet has a red vertical band on the right side.

Cash Receipts

Form #AA-508-2 (2-Part) (Plain or Imprinted)
AA-508-3 (3-Part) (Plain or Imprinted)

- 6-1/2" x 2-5/16"
- Prints in Blue Ink
- Packaged 100 per pack
- No choice of numbering on plain form

500 Minimum required for imprinting.

Imprints in red, numbered in red.

The image shows a Cash Receipts form (Form #AA-508-2 or AA-508-3). It features a 4-line imprint in red ink, with the number 18748 visible. The form includes fields for DATE, RECEIPT NO., CONTROL NO., RECEIVED FROM, and AMOUNT. There are also sections for recording the type of payment (CASH, CHECK, CREDIT CARD, DRAFT) and the account (ACCOUNT, NOTE). The form is labeled "4 Line Imprint Available Here" in red.

Form #	Item #	Description	Quantity Price Breaks
AA-508-2	8030	2-part Plain	100, 200, 500, 1000, 2000
	8030-IMP	2-part Imprinted	500, 1000, 1500, 2000, 3000
AA-508-3	8032	3-part Plain	100, 200, 500, 1000, 2000
	8032-IMP	3-part Imprinted	500, 1000, 1500, 2000, 3000

Bank Reconciliations

Make balancing your bank statement easy and convenient!

Form #DUAS-379

- 8-1/2" x 11"
- 1 Part
- 28# Green Tint Ledger
- 3 Holes at Left
- Prints in Green Ink
- Packaged 25 per pack

Stock Item

3 holes at left for easy posting, printed on heavy green tint ledger paper.

Numbered Check-Off Sheet

Get control of missing documents with this numbered check-off sheet!

Form #DSA-545

- 8-1/2" x 11"
- 1 Part Cut Sheet
- 60# Offset White
- Prints in Black Ink (front & back)
- Numbered 001-500 Side 1
- Numbered 501-1000 Side 2
- 3 Hole Punched
- Packaged 25 sheets per pack

Stock Item

This check-off sheet isolates missing documents by checking off each number as each document is processed. 3 holes for posting. Conveniently numbered on both sides.

Front →

Back →

Form #	Item #	Quantity Price Breaks
DSA-545	8002	25, 50, 100, 200, 500

Laser Cash Receipt/Purchase Order

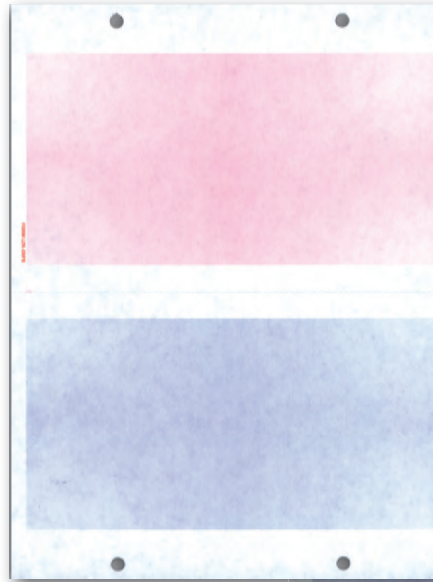
An economical alternative for laser printing cash receipts or purchase orders. May replace the pre-printed version of both the cash receipt and purchase order.

Form #LZR-CRPOFH #LZR-CRPO

- 8-1/2" x 11"
- 1 Part
- 20# White Laser Paper
- Red and Blue screens
- Perforated in center (5-1/2")
- Packaged 250 per pack

Perforated at 5-1/2", screened half in Red and half in Blue.

Form #	Item #	Quantity Price Breaks
LZR-CRPOFH	8044	250, 500, 1000, 2500, 5000
LZR-CRPO	8045	"



Form #LZR-CRPOFH
(hole punched top & bottom)

For Parts Invoice, Cash Receipts and Purchase Orders.
Compatible with ADP and R&R* Systems (ERA*).**

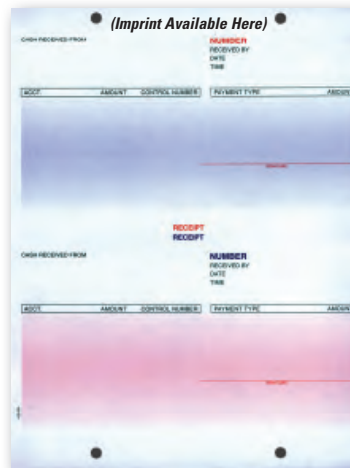
Stock Items

Form #LZR-CRPO
(no hole punched)

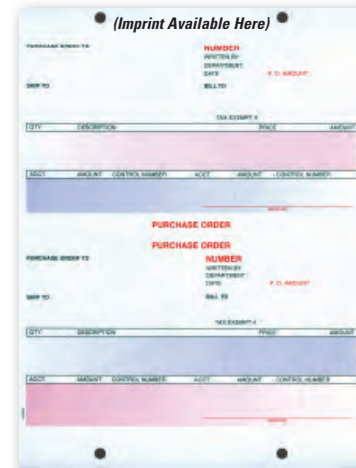
Form #LZR-CR (Cash Receipt) #LZR-PO (Purchase Order)

- 8-1/2" x 11"
- 1 Part
- 20# White Laser Paper
- Prints in Green, Red & Blue
- Perforated in center (5-1/2")
- Hole punched top and bottom
- Available with 1 color imprint in Red, Black or Blue in quantities of 500 and up
- Packaged 250 per pack

Perforated at 5-1/2", hole punched top and bottom.



Form #LZR-CR
Cash Receipt for the ERA* System



Form #LZR-PO
Purchase Order for the ERA* System

Form #	Item #	Quantity Price Breaks
LZR-CR	8046	250, 500, 1000, 2500, 5000
LZR-PO	8047	"
LZR-CR Imprinted	8046-IMP	500, 1000, 2000, 3000, 5000
LZR-PO Imprinted	8047-IMP	"

* R&R and ERA are registered trademarks of The Reynolds and Reynolds Company.

** ADP is a registered trademark of Automatic Data Processing Company.

Custom Forms

Design your own form or we can match any form that you are currently using. Save Money using one color forms.

Carbonless Forms

- All Sizes available
- Most common sizes 8-1/2" x 5-1/2" & 8-1/2" x 11"
- 1 Color Printing – Black, Blue or Red Ink
- 2 Part or 3 Part Available
- Edge Glued
- Available in quantities of 250 and up

Form #	Item #	Size	Quantity Price Breaks
CF-2part	81900	8 1/2" x 5 1/2"	250, 500, 1000, 2000, 5000
CF-2part	81901	8 1/2" x 11"	"
CF-3part	81910	8 1/2" x 5 1/2"	"
CF-3part	81911	8 1/2" x 11"	"

Paper Forms

- All Sizes available
- Most common sizes 8-1/2" x 5-1/2" & 8-1/2" x 11"
- 20# White Paper
- 1 Color Printing – Black, Blue or Red Ink
- Available in quantities of 250 and up

Form #	Item #	Size	Quantity Price Breaks
PF	81920	8 1/2" x 5 1/2"	250, 500, 1000, 2000, 5000
PF	81921	8 1/2" x 11"	"

Padded Forms

- All Sizes available
- Most common sizes 8-1/2" x 5-1/2" & 8-1/2" x 11"
- 1 Color Printing – Black, Blue or Red Ink
- 20# White Paper, In pads of 100
- Heavy Duty Edge Glue with Chip Board backing
- Available in quantities of 300 and up

Form #	Item #	Size	Quantity Price Breaks
PF-Pad	81930	8 1/2" x 5 1/2"	300, 500, 1000, 2000, 5000
PF-Pad	81931	8 1/2" x 11"	"



Vehicle Get Ready Form

Stock Item

Form #VGR

- 5-1/2" x 8-1/2"
- 2 Part Carbonless (White, Canary)
- Prints in Black Ink
- Packaged 50 per pack

This convenient form includes detailed information of the sold vehicle and communicates specific information for delivery of the vehicle, exactly as promised.

Also Available
Custom Printed

VEHICLE GET READY
☐ NEW ☐ USED

Date _____ Stock No. _____
 Vehicle Sold To _____ Phone # _____
 Address _____
 Salesperson _____ Invoice Date _____ Invoice No. _____
 Make _____ Model _____ Color _____
 Year _____ VIN _____ Mileage _____

Instructions

<input type="checkbox"/> Wash/Detail	<input type="checkbox"/> Radio
<input type="checkbox"/> Clean Interior	<input type="checkbox"/> Tires
<input type="checkbox"/> Undercoat	<input type="checkbox"/> Brakes
<input type="checkbox"/> Rustproof	<input type="checkbox"/> Wheels
<input type="checkbox"/> State Inspection	<input type="checkbox"/> Moldings
<input type="checkbox"/> Change Oil & Filter	<input type="checkbox"/> Tune Engine

Promised for Delivery
 Date _____ Time _____
 Sign _____
 Item # 8005 Form # VGR

Form #	Item #	Quantity Price Breaks
VGR	8005	50, 100, 200, 500, 1000
VGR-Custom	8005-C	250, 500, 1000, 2000, 5000

Vehicle Invoice

Four part universal vehicle invoice. This invoice has large areas for vehicle identification information and for optional equipment and accessories. Easy to use.

Form #VI-131N (Plain or Imprinted)

- 9-1/4" x 7-7/8"
- 4 Part Carbonless (White, Canary, Pink, Goldenrod)
- 2 File Holes
- Available with 4 line Imprint in Black Ink on quantities of 500 and up
- Prints in Black Ink with Grey Back
- Packaged 100 per pack

Stock Item

VEHICLE INVOICE

(4 Line Imprint Available Here)

SALESMAN _____ SOLD TO: _____ DATE _____
 ADDRESS: _____

NAME	MODEL	YEAR OR YEAR	VIN	KEY NO.

PRICE OF VEHICLE
 OPTIONAL EQUIP. & ACCESS. _____

INSURANCE COVERAGE INCLUDES:
☐ FIRE AND THEFT ☐ PUBLIC LIABILITY - AMT. _____
☐ COLLISION - AMT. DEDUCT. ☐ PROPERTY DAMAGE - AMT. _____

OPTIONAL EQUIPMENT AND ACCESSORIES

GROUP	DESCRIPTION	PRICE

SALES TAX _____
LICENSE AND TITLE _____
TOTAL CASH PRICE _____

FINANCED PURCHASE: _____
TOTAL TIME PRICE _____

SETTLEMENT:
 DEPOSIT _____
 CASH ON DELIVERY _____
 TRANSFER _____
 LESS LIES _____
 TYPE _____
 VIN _____
 PAYMENTS _____

Form #	Item #	Quantity Price Breaks
VI-131N	8010	100, 200, 500, 1000, 2000
VI-131N Imprinted	8010-IMP	500, 1000, 2000, 3000, 5000

Laser Statements

This economical laser Statement is designed to be compatible with most computerized systems. This generic form can be printed through your computer system with dealer name and address.

Form #LZR-STMT

- 8-1/2" x 11"
- 1 Part
- 20# White Laser Paper
- 2 File holes at Bottom
- Prints in Red, Blue, Green and Grey back
- Horizontal Perforation 3-1/2" from the top
- Packaged 250 per pack

If your current statement looks like this, our form should align perfectly.

This is the statement for the ERA* system.

Form #	Item #	Quantity Price Breaks
LZR-STMT	8048	250, 500, 1000, 2500, 5000

Stock Item

See page 13 for Laser Cash Receipts and Purchase Orders.
See page 98 & 99 for Laser Repair Orders and Service Invoices.

Privacy Notice

Make sure you are in compliance with all of the latest requirements. This Privacy Notice is easy to use and provides the popular Opt-Out option for your customers.

Form #PN-2001-2 (Stock or Custom)

- 8-1/2" x 11"
- 2 Part, Edge Glued
- Carbonless - White, Canary
- Prints in Black Ink
- Packaged 100 per pack

**This form
can be customized
any way you like.**

You are required to provide a privacy notice to every customer concerning their non-public personal information obtained by you in a financial transaction. This form provides you with a simple and easy way to comply with these requirements.

Form #	Item #	Quantity Price Breaks
PN-2001-2	8004	100, 200, 500, 1000, 1500
PN-2001-2-Custom	8004-C	250, 500, 1000, 2000, 5000

Stock Item

Imprint Available Here

* ERA is a registered trademark of the Reynolds & Reynolds Co.

Time Clock Cards

Manual style time cards. Four styles to choose from. Printed on heavy duty 125# Manila Card Stock.

- 1 Part
- Buff 125# Stock
- Packaged 250 per pack

Conveniently packed in shrink wraps of 250 per pack

Stock Items

Form #TC-1 is a standard time card with fields for NAME, DATE, and NO. It features a grid for recording time with columns for EXTRA TIME and REGULAR TIME, and rows for each day of the week (1st DAY to 7th DAY). The grid includes AM and PM indicators and IN/OUT time slots. A TOTAL field is at the bottom.

Form #TC-1
Standard Time Card

Form #TC-292 is a time card with fields for No., Name, and PAY PERIOD ENDING. It includes a grid for recording time with columns for EXTRA TIME and REGULAR TIME, and rows for each day of the week (1st Day to 7th Day). The grid includes AM and PM indicators and IN/OUT time slots. A TOTAL field is at the bottom.

Form #TC-292

Form #TC-57 is a time card with fields for No., NAME, REGULAR HRS., DATE, TOTAL, EXTRA HRS., DATE, TOTAL, F.I.C.A., ST. UN. COMP., TOTAL, FED. W.T., ST. DIS. BEN., INSURANCE, DUES, CITY-ET. B.T., and SONGS. It includes a grid for recording time with columns for EXTRA TIME and REGULAR TIME, and rows for each day of the week (1st Day to 7th Day). The grid includes AM and PM indicators and IN/OUT time slots. A TOTAL field is at the bottom.

Form #TC-57
with Detailed
Payroll Information

Form #AA-292-VI

- 1 Part, 3 Across, 2 Vertical Perfs
- Buff Card Stock
- 100 sheets per pack, 3 cards per sheet
- Prints in Green Ink

Stock Item

For continuous time clock card computer systems.

Form #AA-292-VI is a continuous time clock card with three vertical perforations. It features a grid for recording time with columns for EXTRA TIME and REGULAR TIME, and rows for each day of the week (1st Day to 7th Day). The grid includes AM and PM indicators and IN/OUT time slots. A TOTAL field is at the bottom.

Form #AA-292-VI

Form #	Item #	Size	Pkg.	Quantity Price Breaks
TC-1	860	3-1/2" x 8-1/2"	250	250, 500, 1000, 2500, 5000
TC-292	861	3-1/2" x 9"	250	"
TC-57	862	3-1/2" x 10-1/2"	250	"
AA-292-VI	863	11-1/4" x 8-1/2"	300	300, 600, 900, 1200, 1500

Time Card Racks see page 55 or 91.

Vehicle Deal Labels

Form #AA-168 (Plain or Imprinted)

- 3-1/4" x 4-3/4"
- 3 Part Carbon Interleaved (Canary, White, Blue)
- Part 1 has gummed back
- Packaged 100 per pack
- May be imprinted with 1 line imprint and/or numbered in red ink on quantities of 500 and up

Form #AA-168

Form #AA-168 P/A

Form #AA-168 P/A (Plain)

- 3-5/16" x 4-3/4"
- 1 Part (Yellow)
- Permanent Adhesive Back
- Prints in Black Ink
- Packaged 100 per pack

Stock Items

Form #AA-168 P/A-3 (Plain)

- 3-7/16" x 4-3/4"
- 3 Part Carbon Interleaved (White, White, Blue)
- Part 1 has Permanent Adhesive Back
- Packaged 100 per pack

Form #AA-168 P/A-3
Permanent Adhesive Version

NEW!
Permanent Adhesive
Label in 3 parts

Form #	Item #	Quantity Price Breaks
AA-168	8100	100, 500, 1000, 1500, 2000
AA-168 Imprinted	8100-IMP	500, 1000, 1500, 2000, 2500
AA-168 P/A	8102	100, 500, 1000, 1500, 2000
AA-168 P/A-3	8104	"

Petty Cash Envelope

Form #DSA-230

- 9-1/2" x 4-1/8"
- Prints in Brown Ink
- 24# White Policy Envelope with Flap End
- Packaged 50 per pack

Form #	Item #	Quantity Price Breaks
DSA-230	846	50, 100, 200, 500, 1000

This envelope contains a complete history of each petty cash transaction.

Stock Item

Deal Recap

Form #RFI-237

- 8-1/2" x 11-5/8"
- 2 Part Carbonless (White, Pink)
- Prints in Black Ink
- Packaged 100 per pack

DEAL RECAP

FORM NR. RFI-237

09336

☐ Truth in Lending ☐ Bank
☐ Check in Slip ☐ Other
☐ Appraisal Slip
☐ Odometer Certs
☐ Power Sheet
☐ Insurance
☐ Cash Receipts: Amt. No.
 Amt. No.
 Amt. Lic.
☐ Trade: Disc. Lic. ☐ P.O. Amt.
☐ Good Title
☐ Verified By
☐ Registration Title In Due
 Source

SELLING PRICE (Inc. all Acc.)
 SALES TAX
 TRADE ALLOWANCE
 PAY-OFF
 LIENHOLDER
 CASH DEPOSIT
 C.O.D.
 DEFERRED DOWN No. 1
 DEFERRED DOWN No. 2
 DEFERRED DOWN No. 3
 TOTAL CASH DOWN PAYMENT
 NUMBER OF PAYMENTS/PAYMENT
 NO. DAYS BEFORE 1st PMT./DATE
 ADD-ON INTEREST RATE/APR
 LICENSE AND REGISTRATION

AMOUNT FINANCED PREMIUM DISCOUNT RATE: COST
 CREDIT LIFE RESERVE:
 CREDIT A & H RESERVE:
 PHYSICAL DAMAGE RESERVE:
 SERVICE CONTRACTS RESERVE:
 OTHER RESERVE:
 STOCK # DESCRIPTION DATE
 DEAL # I.D. # MGR
 CUSTOMER
 ADDRESS
 SALESMAN 1
 SALESMAN 2

PRICE OF VEHICLE
 COST OF VEHICLE (PAYABLE GROSS)
 PACK
 TRADE ALLOWANCE
 A.C.V. OF TRADE
 OVER-ALLOWANCE
 UNDER-ALLOWANCE
 COMMISSION No. 1/BONUS
 COMMISSION No. 2/BONUS
 MANAGER COMM.
 PROFIT OF SALE

FINANCE RESERVE:
 RESERVE:
 RESERVE:
 RESERVE:
 RESERVE:
 RESERVE:
 TOTAL INSURANCE RESERVE:
 TOTAL F & I RESERVE:
 FINANCE COMMISSION:
 LAH INSURANCE COMMISSION:
 SERVICE CONTRACT COMMISSION:
 PDI COMMISSION:
 NET F & I RESERVE:
 GROSS PROFIT

APPROVED

Stock Item

This form is great for closing the deal. Compatible with all standard systems.

Form #	Item #	Quantity	Price Breaks
RFI-237	552	100, 200, 500, 1000, 2000	

Start Saving Today!