

CUSTOM OFFICE FORMS



THIS IS A 2-PAGE ORDER FORM. **PLEASE PRINT.**

Your name: _____

Your business name: _____

Contact phone number: (_____) _____

Your email address: _____

Billing address: _____

Shipping address: _____

Custom office form on CD (single form)	Qty _____	x \$12.95 = \$ _____.
Custom office forms on CD (set of 5)	Qty _____	x \$54.95 = \$ _____.
Custom office forms on CD (set of 10)	Qty _____	x \$99.95 = \$ _____.
SUBTOTAL:		\$ _____.
Shipping for CD	Qty _____	x \$ 3.00 = \$ _____.
TOTAL BEFORE TAX:		\$ _____.
Add 6% GST		\$ _____.
BC Residents add \$7% PST		\$ _____.
TOTAL PURCHASE:		\$ _____.

Payment method 1: Please make cheque or money order payable to:

Addventive Bookkeeping Resource Ltd.

Payment method 2: Visa, Mastercard or American Express:

Name on card: _____

Card # _____ Exp: MO: _____ YR: _____

Acknowledgement: I hereby authorize the agent for the Addventive Academy to charge the "TOTAL PURCHASE" herein to my credit card. Charge will appear as "Axis Office Services" on my credit card statement.

signature

Fax your order to: (250) 499-5121
Please allow 3 weeks for delivery.

Please visit our website order page - <http://www.addventive.com/order.html> - to view our privacy statement.

Addventive Bookkeeping Resource Ltd.
Suite 168, 113-437 Martin Street, Penticton, British Columbia V2A 5L1
Ph: (250) 770-1806 Toll-free: (888) 808-1806 Fax: (250) 499-5121
Website: www.addventive.com Email: arlene@addventive.com Sales: sales@addventive.com
"FOSTERING EXCELLENCE IN BOOKKEEPING"

CUSTOM OFFICE FORMS (page 2 of 2)

Place a checkmark ✓ beside the forms you would like to order. Each custom form will include your own logo and business information. Forms are available individually; as a set of 5 (your choice) or a set of 10 (your choice):

<input type="checkbox"/> accounting memo generic	<input type="checkbox"/> je acct rec generic
<input type="checkbox"/> employ annual pay rec spreadsheet	<input type="checkbox"/> memo handwritten generic
<input type="checkbox"/> employ pay calc spreadsheet	<input type="checkbox"/> mileage log generic
<input type="checkbox"/> employ pay timesheet generic	<input type="checkbox"/> rules to work by office employee
<input type="checkbox"/> employ PD7A calc spreacsheet	<input type="checkbox"/> sales cash out rec retail
<input type="checkbox"/> employment application generic	<input type="checkbox"/> spreadsheet generic
<input type="checkbox"/> expense claim generic	<input type="checkbox"/> yr end checklist generic
<input type="checkbox"/> fax cover pg generic	

Fill in the information as you want it to appear on the forms. Preferably, email us the information so that we can copy and paste to reduce errors. If you wish to include a logo, you will need to email us the logo.

PLEASE PRINT:

Business Name _____

Business Address _____

Business Mailing Address (if different) _____

Business Ph# _____

Business Fax# _____

Email address (if you desire) _____

To include a logo on the custom forms, email us your logo as a quality "jpg" to: arlene@addventive.com

Your CD will include a PDF file and an editable MS Word file of each custom form ordered. Please allow 3 weeks for delivery.

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Website: www.addventive.com Email: arlene@addventive.com Sales: sales@addventive.com

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