

Print Your Own Forms: Getting Started Guide



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The Print-On-Demand Forms CompanySM

*Learn how to successfully use your own computer and printer to
create marketing, mailing, shipping, and many other forms.*

This guide covers how to successfully *Print Your Own*, including:

Why print your own?

I just started a new business. How can I use your products?

Will the paper work in my printer?

What is your paper's weight in pounds / GSM?

Can you recommend a printer?

What types of companies print their own forms?

What forms can I create?

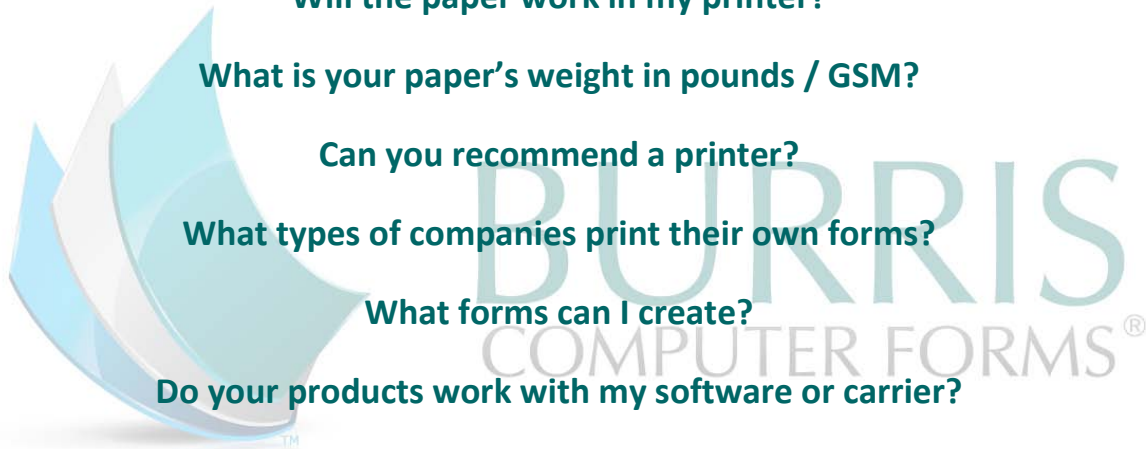
Do your products work with my software or carrier?

Can I request samples to try?

How can I create my own documents?

How-To Articles & Tutorials

Who do I contact for more information?



Why print your own?

Save money

- * Blank products can be used for multiple mailings throughout the year
- * No wasted, stale, pre-printed messages
- * No large pre-printed quantities to get good prices
- * No proof, design, or other hidden costs
- * No minimum quantity or high cost on small quantity
- * Much lower cost in-house than outsourcing

Save time

- * Fast turnaround time - Print immediately and mail today
- * No waiting, lead time at printer, need to outsource
- * No waiting for proofs or back & forth
- * Make changes immediately
- * Have blank materials on hand

Gain control

- * You design it yourself (no proofs, no back & forth, no formatting requirements, no file limitations)
- * Complete flexibility
- * Add a personal touch to each piece (with stamps or messages)
- * Create seasonal messages or time-sensitive messages on short notice

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I just started a new business. How can I use your products?

Auto dealers

- [Announce sales incentives and special offers](#)
- [Mail out service department reminders](#)
- [Thank customers for their loyalty](#)
- Use door hangers for hang tags on rear view mirror

Booksellers

- Pick, Pack, and Ship **from one sheet**

CD/Music Stores

- Pick, Pack, and Ship **from one sheet**

Churches

- Announce Vacation Bible School, new church location, or service times
- Invite people to special events/services and welcome new neighbors to the community and invite them to church services
- Request help in charitable drives
- Use as table place cards, meeting reminders, pew cards, communication cards, welcome cards, visitor cards, and prayer request cards

E-commerce

- Pick, Pack, and Ship **from one sheet**

Finance & insurance

- Send out quick reminders
- Announce new products, special offers, and lower rates
- Thank customers for their patronage

Fulfillment/Distribution

- Pick, Pack, and Ship **from one sheet**

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Government/Municipalities

- Water, sewage, electric bills
- Notices to the community
- Announcement cards
- Keep in touch with veterans
- We were here notices
- Service interruption notices
- Request citizens call in to discuss city code compliance issues
- Parking passes / parking permits
- Survey forms
- Parking ticket follow up notices

Hotels

- Menus
- Surveys
- Do Not Disturb or Cleaning signs
- Parking Hang tags
- Tent Cards / Personal notes

Non-profit

- Keep in touch with members. Reach out for new ones.
- Announce special events and fund raisers
- Thank donors for their support

Real estate

- Announce "Just Sold" properties and open houses
- Introduce yourself to prospects by "farming"
- Thank clients for their loyalty
- Facilitate referral business

See other getting started tips: <http://pcforms.com/blog.php/category/getting-started/>

The logo for Burris Computer Forms features the word "BURRIS" in a large, light blue, sans-serif font. Below it, the words "COMPUTER FORMS" are written in a smaller, grey, sans-serif font, with a registered trademark symbol (®) to the right. The text is positioned to the right of a stylized graphic of overlapping light blue and white shapes that resemble a fan or a series of curved lines.

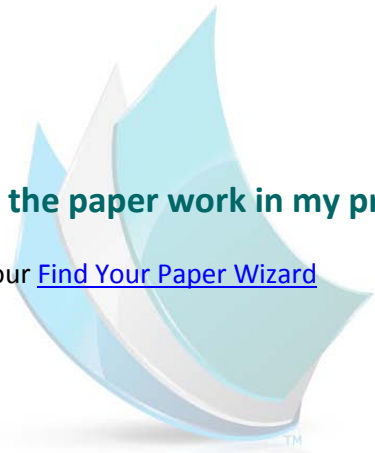
PRINTING QUESTIONS:

What is your paper's weight in pounds / GSM?

Use our [Paper Weight Reference Chart](#) to compare GSM, bond, cover, tag, and index weights

Will the paper work in my printer?

Use our [Find Your Paper Wizard](#)



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Can you recommend a printer?

Consider what you will be using your printer for, as this will determine your need to accommodate a particular paper weight, specific paper handling options, duplex options, or your preference for inkjet or laser printer.

Use our [Find Your Paper Wizard](#) to ensure our paper will work in your printer.

Our products work with nearly all laser and inkjet printers. Some products are designed especially for laser or inkjet printers. The key factors are a) the weight of the product you select and b) the paper weight your printer will handle.

What types of companies print their own forms?

Amazon Sellers

Auto dealers

Booksellers

CD/Music Stores

Churches

Designers / Artists

E-commerce

Finance & insurance

Fulfillment/Distribution

Government/Municipalities

Hotels

Non-profit

Property Management

Real estate

Retailers

Shippers

USPS Click-N-Ship Users

Utility Companies



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What forms can I create?

[Admission Tickets](#)

[Address Labels](#)

[All Occasion Cards](#)

[Announce New Location Door Hangers](#)

[Announcement Cards](#)

[Apartment Permanent Parking Passes](#)

[Appointment Reminder Cards For Dentists](#)

[Appointment Reminder Cards For Doctors](#)

[Appointment Reminder Cards for Veterinarians](#)

[Auxiliary Labels](#)

[Baggage Checking Tickets](#)

[Bar code Labels](#)

[Blank Greeting Cards](#)

[Church Door Hangers](#)

[Church Welcome Cards](#)

[Coat Check/Claim Tickets](#)

[Coupon Special Cards](#)

[Do Not Disturb Sign](#)

[Door Hanger Marketing](#)

[Flash Cards](#)

[Food Drive Door Hangers](#)

[Garden/Nursery Plant Labels](#)

[Golf Club Labels](#)

[Hangtags](#)

[Holiday 4-up Cards](#)

[Holiday Mailing Labels](#)

[I Will Be In Your Neighborhood Door Hangers](#)

[Ideas for Postcard Marketing](#)

[Information Update Forms](#)

[Lawn Care Advertising](#)

[Library Labels](#)

[Mailing Labels](#)

[Maintenance Notices](#)

[Materials Management and Inventory Control](#)

[Medical Labels](#)

[Meeting Reminder Cards](#)

[Name Badges](#)

[Open House Door Hangers](#)

[Party Invitation Cards](#)

[Permanent Parking Passes](#)

[Pharmacy Labels](#)

[Pizza Specials Advertising](#)

[Printable Holiday Recipe Cards](#)

[Product Information Cards](#)

[Property Management Door Hangers](#)

[Raffle Tickets](#)

[RC Decal Labels](#)

[Real Estate Postcard Marketing](#)

[Recall Notices](#)

[RSVP Cards](#)

[Save The Date Cards](#)

[Service Interruption Notices](#)

[Service Reminder Cards](#)

[Sorry We Missed You Cards](#)

[Survey Forms](#)

[Table Place Cards](#)

[Table Tent Cards](#)

[Thank You Cards](#)

[University Exam Number Cards](#)

[Valet Parking Tickets](#)

[Warranty Cards](#)

[Waybills](#)

[We Were Here Notices](#)

[Welcome New Patients Door Hangers](#)

[Wine Bottle Labels](#)

[Wine Jar Labels](#)

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Do your products work with my software or carrier?

You can use our products with any software program or any carrier. Check the specifications to match our layouts or [contact us](#) to create a custom form.

We have templates for the following and/or have tested our products for use with:

Microsoft® Word®

Microsoft® Publisher

FEDEX® shipping label sheets

UPS® shipping label sheets

MAIL ORDER MANAGER® labels

YAHOO! STORES® shipping labels (UPS®)

USPS CLICK-N-SHIP® labels

ENDICIA® users

UPS WORLDSHIP® users

EBAY® sellers

PAYPAL® shippers

STAMPS.COM® users

AMAZON.COM® shippers

QUICKBOOKS® shippers



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Can I request samples to try?

[Request Samples](#)

How can I create my own documents?

Use our [free blank templates for Microsoft® Word® or Publisher to create your own custom designs.](#)

How –To Articles & Tutorials

Postcards:

[How to create Four-of-a-Kind Postcards \(TM\) using Publisher & Word](#)

[How to create Four-of-a-Kind Utility Postcards using Publisher & Word](#)

[How to create Print On Demand Jumbo Postcards \(TM\) using Publisher & Word](#)

[How to create Print On Demand Single Postcards \(TM\) using Publisher & Word](#)

Brochures & Mailers:

[How to create trifold brochures or mailers using Word](#)

Notecards, Tent Cards, Half Fold, Greeting Cards:

[How to create notecards using Publisher & Word](#)

[How to create tent cards or half-fold cards using Word](#)

Door Hangers:

[How to design 3 per page Create-n-Hang Doorhangers \(TM\) using Publisher & Word](#)

[How to design 2 per page Create-n-Hang Doorhangers \(TM\) using Publisher & Word](#)

Membership cards:

[How to create membership cards using Word](#)

Mail merges, folding paper, and more:

[How to mail merge using Word & Publisher](#)

[How to fold Burris scored cardstock](#)

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Resource Guide:

Start here:

<http://www.pcforms.com/GettingStarted>

How To guides:

<http://www.pcforms.com/How-To>

Which paper will my printer handle?

<http://www.pcforms.com/PaperWizard>

Paper Weight Comparison Chart:

<http://www.pcforms.com/PaperChart>

Request samples:

<http://www.pcforms.com/Samples>

Download templates:

<http://www.pcforms.com/Templates>

Subscribe to our time-saving and money-saving tips:

<http://www.pcforms.com/Blog>

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