



INCLUDED FORMS IN ACT CONTRACTORS FORMS ON DISK FOR CALIFORNIA GENERAL CONTRACTORS (B LICENSE HOLDERS) (94 & 38 Optional Forms)

*NOTE: All of these forms are included in the FULL VERSION of ACT Contractors Forms on Disk (FODG1CA). Most of these forms are available as custom printed 2-part paper forms (minimum 50 each form) and some of these forms are available as PDF Forms....PRICE LIST FOR SOFTWARE is on page 9 and for Printed Forms and PDF Forms on page 10.*

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## **SECTION A. BIDS FOLDER** (10 FORMS)

- \* • BP1- BID PROPOSAL FORM USED FOR ANY TYPE OF BID SINCE IT HAS NO BUILT-IN SPECIFICATIONS
- BP2- BID PROPOSAL FORM USED WHEN YOU ARE A SUBCONTRACTOR
- CCB- CONSTRUCTION COST BREAKDOWN USED TO BREAKDOWN THE JOB INTO THE VARIOUS COSTS FOR EACH PHASE AND IS USED TO DOCUMENT DRAWS FROM THE LENDER FOR JOB PROGRESS
- ESTIMATE- LINE ITEM ESTIMATE SHEET THAT CALCULATES
- ESTIMATE\_LONG - SAME AS ESTIMATE EXCEPT ALL ON ONE LEGAL SIZE PAGE
- IPS- INSPECTION PHOTO SHEET USED TO PLACE PHOTOS ON THE FORM IN PRE-DESIGNED FRAMES
- JRS- JOB REFERENCES SHEET USED TO DETAIL YOUR JOB REFERENCES HISTORY TO POTENTIAL CUSTOMERS
- PSH- PLAN SHEET WITH GRID FOR DRAWING JOB DETAILS
- RFB- REQUEST FOR BID FORM USED TO REQUEST A BID PRICE FROM SUBCONTRACTORS
- RFM- REQUEST FOR MATERIAL PRICES FORM USED TO REQUEST PRICES FOR MATERIALS FROM A SUPPLIER

## **SECTION B. BILLING FOLDER** (4 FORMS)

- \* • INV- CONTRACT INVOICE USED WHEN CHANGE ORDERS NEED TO BE ACCOUNTED FOR
- \* • INV2- STANDARD CONSTRUCTION INVOICE
- INVR- CONTRACT INVOICE USED WHEN THE JOB INCLUDES A RETAINAGE HELD BACK FROM EACH INVOICE
- T&M- TIME AND MATERIAL INVOICE

## **SECTION C. CHANGE ORDER FOLDER** (7 FORMS)

- \* • CO1- CHANGE ORDER FORM USED FOR CONTRACT CHANGES INITIATED EITHER BY THE CONTRACTOR OR BY THE PROPERTY OWNER WHERE PRICE CAN GO UP, GO DOWN, OR STAY THE SAME.
- CO2- EXTRA WORK ORDER FORM USED FOR CONTRACT CHANGES INITIATED EITHER BY THE CONTRACTOR OR BY THE PROPERTY OWNER AND USED ONLY WHEN THERE IS EXTRA WORK INVOLVED AND THE CONTRACT PRICE IS INCREASED
- CO3- CHANGE ORDER FORM USED FOR CONTRACT CHANGES INITIATED BY THE GENERAL CONTRACTOR TO YOU, ACTING AS A SUBCONTRACTOR ON THE JOB WHERE PRICE CAN GO UP, GO DOWN, OR STAY THE SAME.

**\* INDICATES ONE OF THE 15 FORMS THAT ARE INCLUDED IN THE BASIC FODG3CA SOFTWARE**

- CO4- EXTRA WORK ORDER FORM USED FOR CONTRACT CHANGES INITIATED BY THE GENERAL CONTRACTOR TO YOU, ACTING AS A SUBCONTRACTOR ON THE JOB AND USED ONLY WHEN THERE IS EXTRA WORK INVOLVED AND THE CONTRACT PRICE IS INCREASED
- CO5- CHANGE ORDER FORM USED FOR CONTRACT CHANGES INITIATED BY YOU, THE CONTRACTOR, TO ONE OF YOUR SUBCONTRACTORS ON THE JOB WHERE PRICE CAN GO UP, GO DOWN, OR STAY THE SAME.
- CO6- EXTRA WORK ORDER FORM USED FOR CONTRACT CHANGES INITIATED BY YOU, THE CONTRACTOR, TO ONE OF YOUR SUBCONTRACTORS ON THE JOB AND USED ONLY WHEN THERE IS EXTRA WORK INVOLVED AND THE CONTRACT PRICE IS INCREASED
- COL- CHANGE ORDER LOG FORM USED BY YOU TO KEEP TRACK OF THE CHANGE ORDERS ISSUED ON THE JOB

## **SECTION D. CONTRACTS FOLDER** (37 FORMS IN THE MAIN FOLDER AND THREE SUB FOLDERS)

### **SECTION D1. COMMERCIAL & NEW CONSTRUCTION CONTRACTS SUB-FOLDER** (7 FORMS)

- COW- COST OF WORK ADDENDUM TO A TIME AND MATERIAL CONTRACT DETAILING WHAT WILL BE BILLED
- COW2- COST OF WORK ADDENDUM FOR COST PLUS CONTRACTS DETAILING WHAT JOB COSTS ARE
- CPF- COST PLUS FIXED FEE CONTRACT USE FORM "COW2" WITH THIS CONTRACT AND IS NOT FOR HOME IMPROVEMENT IN CALIFORNIA
- CPP- COST PLUS PERCENTAGE CONTRACT USE FORM "COW2" WITH THIS CONTRACT AND IS NOT FOR HOME IMPROVEMENT IN CALIFORNIA
- DSF-DISCLOSURE AND HANDOUT FOR SINGLE FAMILY HOME BUILDING WHICH IS REQUIRED WHEN BUILDING A SINGLE FAMILY HOME.
- \* • GC1- CONSTRUCTION CONTRACT USED FOR NON- HOME IMPROVEMENT WORK SUCH AS COMMERCIAL, AND NEW CONSTRUCTION
- TMC- NON-RESIDENTIAL CONSTRUCTION PROPOSAL/CONTRACT USED FOR SIMPLER JOBS WHEN PROPERTY LINES, ETC. AND OTHER CONDITIONS DO NOT APPLY AND THE WORK IS BEING COMPENSATED FOR BY TIME AND MATERIAL... USE FORM "COW" WITH THIS CONTRACT

### **SECTION D2. HOME IMPROVEMENT CONTRACTS SUB-FOLDER** (9 FORMS)

- CASIMPLE- HOME IMPROVEMENT PROPOSAL/CONTRACT THAT HAS BEEN SIMPLIFIED FOR USE WHEN NO DOWNPAYMENT OR PROGRESS PAYMENTS IS TAKEN AND THE ENTIRE AMOUNT OF THE CONTRACT IS PAID AT JOB COMPLETION. USUALLY FOR SHORTER DURATION JOBS WITHOUT EXPENSIVE MATERIALS
- CS1 & HIN- CONTINUATION SHEET AND FORM HIN COMBINED. INCLUDES CALIFORNIA HOME IMPROVEMENT NOTICES AND CAN BE PAGES 3 & 4 OF A CA HOME IMPROVEMENT CONTRACT INSTEAD OF USING FORM HIN AS PAGES 3 AND 4. NOTE, EITHER FORM HIN OR THIS FORM MUST BE USED!
- FENHICA- HOME IMPROVEMENT CONTRACT FOR FENCING
- GC3- RESIDENTIAL HOME IMPROVEMENT CONTRACT USED WHEN THE CONTRACT IS SIGNED IN HOME
- GMP- GUARANTEED MAXIMUM PRICE COST PLUS FIXED FEE HOME IMPROVEMENT CONTRACT TO BE USED WITH COW2. **THE ONLY WAY YOU CAN DO T&M HOME IMPROVEMENT JOBS IN CALIFORNIA OVER \$750!**
- \* • HIN- HOME IMPROVEMENT NOTICES TO BE ADDED AS PAGES 3 AND 4 OF ANY CA HOME IMPROVEMENT CONTRACT
- HIND- SAME AS HIN EXCEPT IS USED FOR HOME IMPROVEMENT AS A RESULT OF A DECLARED DISASTER

- \* • HIP- RESIDENTIAL HOME IMPROVEMENT PROPOSAL/CONTRACT USED WHEN THE CONTRACT IS SIGNED IN HOME AND IS MORE APPROPRIATE FOR SIMPLER HOME IMPROVEMENT JOBS LIKE KITCHEN AND BATH RE-MODELS, ETC. WHEN PROPERTY LINES, PERMITS, AND OTHER CONDITIONS DO NOT APPLY
- \* • HIPLETTER-HIP BUT ON STANDARD LETTER SIZE PAPER WITH EXTRA PAGES AND COMPLETE WITH ALL CSLB REQUIRED NOTICES AND THE NOTICE OF CANCELLATION

**SECTION D3. NOTICE OF CANCELLATION SUB-FOLDER (4 FORMS)**

- CN1 & CNW- 3 COPIES OF THE NOTICE OF CANCELLATION FORM AND ONE COPY OF THE WAIVER OF THE THREE DAY RIGHT TO CANCEL TOGETHER IN ONE FORM
- \* • CN1- THREE DAY RIGHT TO CANCEL NOTICE TO BE GIVEN IN DUPLICATE TO THE CUSTOMER ONLY ON HOME IMPROVEMENT JOBS SIGNED IN- HOME. (2 VERSIONS)
- CN2- SEVEN DAY RIGHT TO CANCEL NOTICE TO BE GIVEN IN DUPLICATE TO THE CUSTOMER ONLY ON HOME IMPROVEMENT JOBS SIGNED IN- HOME AND AFTER A DECLARED DISASTER.
- CNW- WAIVER OF THE 3 DAY RIGHT TO CANCEL A HOME IMPROVEMENT CONTRACT SIGNED IN HOME IN CASE OF AN EMERGENCY

**SECTION D4. SERVICE AND REPAIR CONTRACTS SUB-FOLDER (5 FORMS)**

- SRC1- FIXED PRICE SERVICE AND REPAIR CONTRACT USED FOR SMALL SERVICE AND/OR REPAIR JOBS WHOSE TOTAL VALUE IS LESS THAN \$750. THIS CONTRACT ALLOWS YOU TO START THE JOB WITHOUT WAITING FOR THE THREE DAY CANCELLATION PERIOD.
- SRC2- TIME AND MATERIAL SERVICE AND REPAIR CONTRACT USED FOR SMALL SERVICE AND/OR REPAIR JOBS WHOSE TOTAL VALUE IS LESS THAN \$750. THIS CONTRACT ALLOWS YOU TO START THE JOB WITHOUT WAITING FOR THE THREE DAY CANCELLATION PERIOD.
- SRC3- SAME AS SRC1 BUT TO BE USED FOR WORK AFTER A DECLARED DISASTER
- SRC4- SAME AS SRC2 BUT TO BE USED FOR WORK AFTER A DECLARED DISASTER
- SRN- SERVICE AND REPAIR NOTICES THAT MUST BE ADDED TO ANY SERVICE AND REPAIR CONTRACT AS PAGE THREE!

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**SECTION D5. MAIN CONTRACT FOLDER (12 FORMS)**

- ADM- ADDENDUM FOR MATCHING EXISTING CONDITIONS AND FINISHES ON THE PROJECT
- CPS- CONTRACT PAYMENT SCHEDULE USED WHEN THERE ARE MANY PROGRESS PAYMENTS ON THE JOB AND WHEN THERE ARE RETENTIONS
- CPS2- CONTRACT PAYMENT SCHEDULE USED WHEN THERE ARE MANY PROGRESS PAYMENTS ON THE JOB AND WHEN THERE ARE NO RETENTIONS
- CS1- CONTINUATION SHEET USED WHEN THERE IS NOT ENOUGH ROOM ON ANY FORM... PARTICULARLY SPECIFICATIONS ON A CONTRACT
- CS1\_LONG- SAME AS CS1 EXCEPT IS LEGAL SIZE FOR MORE WRITING ROOM
- HAZ- HAZARDOUS MATERIALS HOLD HARMLESS AGREEMENT USED WHEN THERE MIGHT BE HAZARDOUS MATERIALS ON THE JOB THAT THE CONTRACTOR WILL NOT BE RESPONSIBLE FOR
- HHR- HOLD HARMLESS FROM RECOMMENDATIONS FORM USED WHEN YOU RECOMMEND ADDITIONAL WORK OR A COURSE OF ACTION THAT THE HOMEOWNER DOES NOT WANT TO FOLLOW

- JCA- JOINT CONTROL ADDENDUM TO BE ADDED TO A CONTRACT CALLING FOR FUNDING CONTROL
- LCN- LIEN CONTRACT NOTICE ADDED TO ANY HOME IMPROVEMENT CONTRACT THAT TAKES A LIEN OR ENCUMBRANCE ON THE PROPERTY TO SECURE PAYMENT FOR THE WORK.. MOST OFTEN USED WHEN THE CONTRACTOR IS TAKING A TRUST DEED OUT ON THE PROPERTY AND FINANCING THE WORK THEMSELVES.
- MLST- LIST OF MATERIAL, EQUIPMENT OR SERVICES PROVIDER ON THE PROJECT GIVEN TO OWNER WHEN REQUESTED
- PAS- PROJECT ALLOWANCES ADDENDUM TO DETAIL ITEMS THAT ARE NOT YET SPECIFIED BUT THAT AN ALLOWANCE FOR THEM IS INCLUDED IN THE CONTRACT PRICE.
- SLST- LIST OF SUBCONTRACTORS ON THE PROJECT GIVEN TO OWNER WHEN REQUESTED

**SECTION E. LIEN RELEASE FORMS FOLDER (6 FORMS) UPDATED FOR NEW LAWS! NOTE... CALIFORNIA LAW REQUIRES YOU TO GIVE A LIEN RELEASE WHENEVER YOU RECEIVE A PROGRESS OR FINAL PAYMENT!**

- \* • CLR- CONDITIONAL LIEN RELEASE FORM UPON FINAL PAYMENT... USED WHEN PAID BY CHECK SO THAT THE LIEN RELEASE IS CONTINGENT UPON THE CHECK BEING GOOD... USED AT THE TIME OF FINAL PAYMENT
- \* • CLRP- CONDITIONAL LIEN RELEASE FORM UPON A PROGRESS PAYMENT... USED WHEN PAID BY CHECK SO THAT THE LIEN RELEASE IS CONTINGENT UPON THE CHECK BEING GOOD... USED AT THE TIME OF ANY PROGRESS PAYMENT
- COM- COMPLETION CERTIFICATE USED AT THE JOB COMPLETION AND USED TO GET A SIGNATURE FROM THE CUSTOMER THAT THE JOB IS COMPLETED AND THAT THEY ARE SATISFIED WITH THE WORK
- \* • LLR- LABOR LIEN RELEASE FORM USED TO GET LIEN RELEASES FROM THE INDIVIDUAL WORKERS ON THE JOB
- \* • ULR- UNCONDITIONAL LIEN RELEASE FORM UPON FINAL PAYMENT... THIS LIEN RELEASE IS GOOD AT THE TIME OF SIGNING AND IS NOT DEPENDENT ON THE FUNDS BEING RELEASED TO THE CONTRACTOR... USED AT THE TIME OF FINAL PAYMENT
- \* • ULRP- UNCONDITIONAL LIEN RELEASE FORM UPON A PROGRESS PAYMENT... THIS LIEN RELEASE IS GOOD AT THE TIME OF SIGNING AND IS NOT DEPENDENT ON THE FUNDS BEING RELEASED TO THE CONTRACTOR... USED AT THE TIME OF ANY PROGRESS PAYMENT

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**SECTION F. MISCELLANEOUS BUSINESS FORMS FOLDER (13 FORMS)**

- #10 MATCHING ENVELOPE- ...#10 SIZE ENVELOPE THAT MATCHES ALL THE OTHER PAPERWORK
- CCA- CREDIT CARD AUTHORIZATION
- DFR- DAILY FIELD REPORT USED FOR DOCUMENTING PROJECT CONDITIONS, SCHEDULING, EVENTS... ETC.
- DR1- SIMPLE DAILY REPORT ON JOB MATERIALS, SUBCONTRACTOR WORK DONE, WORK DONE BY YOUR EMPLOYEES, EQUIPMENT RENTED, AND GENERAL JOB NOTES AS WELL AS ANY CHANGE ORDERS
- FAX- FAX TRANSMITTAL COVER SHEET THAT MATCHES YOUR OTHER PAPERWORK
- LTH- MATCHING LETTERHEAD ... LETTERHEAD THAT MATCHES YOUR OTHER PAPERWORK
- MEM- CONSTRUCTION MEMORANDUM FORM USED TO DOCUMENT CONVERSATIONS OR OTHER JOB RELATED COMMUNICATIONS
- PO1- PURCHASE ORDER FORM USED TO DOCUMENT ORDERS FOR MATERIALS AND EQUIPMENT
- RFI- REQUEST FOR INFORMATION FORM USED TO NOTIFY PROJECT PARTNERS THAT YOU ARE HAVING A PROBLEM AND CANNOT PROCEED UNTIL YOU GET CLARIFICATION/FURTHER INSTRUCTIONS FROM THEM

- RFT- REQUEST FOR TECHNICAL INSTRUCTIONS FORM USED WHEN A COMPONENT OF A PROJECT PARTNERS CONTRIBUTION TO THE JOB CANNOT BE PERFORMED AS DETAILED IN THE PLANS AND SPECIFICATIONS AND FURTHER WRITTEN INSTRUCTIONS MUST BE GIVEN BEFORE PROCEEDING... THIS FORM ALSO MAKES THE PROJECT PARTNER AWARE THAT YOU ARE INCURRING DAMAGE DELAYS BECAUSE OF THIS AND MAY ASK FOR COMPENSATION
- SUB- SUBMITTAL FORM USED WHEN SUBMITTING SAMPLES OR ALTERNATE MATERIALS/TECHNIQUES THAT MUST BE APPROVED
- TRN- TRANSMITTAL FORM USED FOR TRANSMITTING CONSTRUCTION DOCUMENTS AND/OR SAMPLES TO ANOTHER PARTY
- WTS- WEEKLY TIME SHEET USED TO DOCUMENT THE TIME SPENT BY AN EMPLOYEE OVER A WEEK ON VARIOUS JOBS AND PROJECTS AND INCLUDES A TABLE OF JOB CODES

### **SECTION G. PRE-LIEN, LIEN FORMS FOLDER (10 FORMS)**

- CAT- TRANSMITTAL LETTER TO BE GIVEN WITH THE CALIFORNIA PRELIMINARY NOTICE TO EXPLAIN THE FORM AND "SOFTEN THE BLOW" AGAINST THE PRIME CONTRACTOR WITH THE PROPERTY OWNER.
- CPN- CALIFORNIA PRELIMINARY NOTICE OR 20-DAY NOTICE PUBLIC AND PRIVATE VERSIONS TO BE GIVEN TO THE PROPERTY OWNER, LENDER, AND ANY OTHER PARTY OF INTEREST TO INFORM THEM YOU ARE A SUPPLIER OF MATERIALS OR LABOR ON THE JOB AND ARE ENTITLED TO LIEN RIGHTS. THIS NOTICE MUST BE GIVEN TO PRESERVE YOUR RIGHT TO LIEN WHEN YOU ARE A SUBCONTRACTOR ON THE PROJECT OR IF YOU ARE A DIRECT CONTRACTOR AND THERE IS A CONSTRUCTION LENDER. **THIS IS NOW REQUIRED BY CALIFORNIA LAW AND IS NO LONGER "OPTIONAL" EVEN IF YOU DO NOT INTEND TO EVER FILE A LIEN.**
- MEC- CALIFORNIA MECHANICS LIEN TO BE FILED WITH THE COUNTY RECORDER WHEN YOU ARE NOT PAID BY THE PROPERTY OWNER AND WANT TO CLAIM A LIEN TO BE PAID OUT OF THE PROPERTY.
- NNR- NOTICE OF NON-RESPONSIBILITY FORM USED WHENEVER WORK IS BEING DONE TO PROPERTY THAT THE OWNER OF THE PROPERTY DID NOT AUTHORIZE. THIS FORM PREVENTS LIENS AGAINST THE PROPERTY FOR WORK AUTHORIZED BY SOMEONE OTHER THAN THE PROPERTY OWNER SUCH AS A TENANT.
- NOC- NOTICE OF COMPLETION FORM USED TO SET A DATE THAT THE PROPERTY WAS COMPLETED AND LIMIT THE TIME LIEN CLAIMANTS MAY FILE A LIEN.
- NOS- NOTICE OF CESSATION FORM USED TO SET A DATE THAT WORK ON THE PROPERTY HAS CEASED, USUALLY FOR NON-PAYMENT, BUT CAN BE BECAUSE A CONTRACTOR HAS ABANDONED THE JOB. THIS FORM HAS RAMIFICATIONS ON THE TIME FRAME FOR FILING LIENS AND STOP NOTICES.
- RML- RELEASE OF MECHANICS LIEN USED WHEN A LIEN THAT HAS BEEN FILED WITH THE COUNTY RECORDER HAS BEEN SATISFIED OR IS BEING RELEASED FOR OTHER REASONS
- STP- STOP NOTICE IS ESSENTIALLY A "LIEN" AGAINST CONSTRUCTION FUNDS ON A PROJECT. THIS FORM IS GIVEN TO THE CONSTRUCTION LENDER INFORMING THEM THAT WORK WILL STOP UNTIL OUTSTANDING BILL(S) ARE BROUGHT CURRENT AND THE LENDER IS OBLIGATED TO SEE THAT ENOUGH MONEY IS HELD BACK TO PAY FOR YOUR CONTRACT AND FOR ANY LEGAL OR COLLECTION FEES YOU INCUR BECAUSE OF THE OVERDUE BALANCE.
- STR- STOP NOTICE RELEASE FOR PRIVATE JOBS GIVEN WHEN OUTSTANDING AMOUNTS OWED TO YOU ARE BROUGHT CURRENT.
- STR2- STOP NOTICE RELEASE FOR PUBLIC JOBS GIVEN WHEN OUTSTANDING AMOUNTS OWED TO YOU ARE BROUGHT CURRENT.

## **SECTION H. SUBCONTRACTORS FOLDER** (5 FORMS)

- BC1- BACK CHARGE NOTICE FORM USED TO NOTIFY SUBCONTRACTORS THAT THEY WILL OR THAT THEY HAVE CAUSED THE CONTRACTOR TO BE DAMAGED AND THE AMOUNT AND DESCRIPTION OF THIS DAMAGE
- NTP- NOTICE TO PERFORM USED TO NOTIFY SUBCONTRACTORS OF THEIR FAILINGS ON THE JOB AND TO DEMAND CORRECTION WITHIN A SPECIFIC PERIOD OF TIME OR FACE A BACK CHARGE AND/OR GENERAL DAMAGES TO THE CONTRACTOR THAT THE SUBCONTRACTOR WILL BE LIABLE FOR
- SC1- SUBCONTRACT AGREEMENT USED BETWEEN THE CONTRACTOR AND ANOTHER CONTRACTOR WHO WILL BE DOING WORK ON A PROJECT OF THE CONTRACTOR'S AND WHO IS THEREFORE A SUBCONTRACTOR OF THE CONTRACTOR
- \* • SC2- SUBCONTRACT AGREEMENT SAME AS FORM SC1, THAT INCLUDES AN INDEMNITY CLAUSE OF THE TYPE REQUIRED BY MANY COMMERCIAL LIABILITY COMPANIES TO BE USED BY THEIR INSURED IN AGREEMENTS WITH THE INSURED CONTRACTOR'S SUBCONTRACTORS
- SC3- SUBCONTRACT FORM USED AS AN AGREEMENT BETWEEN YOUR COMPANY AND ANOTHER CONTRACTOR... USUALLY A GENERAL CONTRACTOR OR BUILDER... WHOM YOU ARE SUBCONTRACTING WORK FROM

## **SECTION I. WARRANTY FOLDER** (2 FORMS)

- CWC1- LIMITED LABOR WARRANTY FOR WORKMANSHIP IN CERTIFICATE FORMAT
- \* • WC1- LIMITED LABOR WARRANTY WORKMANSHIP IN STANDARD FORMAT

## **SECTION J. OPTIONAL INSURANCE FOLDER** (22 FORMS)

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- ADC- AUTHORIZATION TO DISPOSE DAMAGED ITEMS USUALLY FOR WATER DAMAGE CLAIMS
- AOI- AUTHORIZATION OF INSURED FORM USED AS A CONTINGENCY AGREEMENT WITH THE INSURED BEFORE A LEGAL CONTRACT CAN BE SIGNED... ALWAYS FOLLOW UP WITH A CONTRACT AFTER THE CLAIM IS SETTLED... THIS VERSION DOES NOT HAVE ANY CLAUSE THAT ALLOWS THE CUSTOMER TO CANCEL
- AOIC- AUTHORIZATION OF INSURED FORM FOR COMMERCIAL JOBS USED AS A CONTINGENCY AGREEMENT WITH THE INSURED BEFORE A LEGAL CONTRACT CAN BE SIGNED... ALWAYS FOLLOW UP WITH A CONTRACT AFTER THE CLAIM IS SETTLED... THIS VERSION DOES NOT HAVE ANY CLAUSE THAT ALLOWS THE CUSTOMER TO CANCEL
- AOI-ALL- AUTHORIZATION OF INSURED FORM USED AS A CONTINGENCY AGREEMENT WITH THE INSURED BEFORE A LEGAL CONTRACT CAN BE SIGNED... ALWAYS FOLLOW UP WITH A CONTRACT AFTER THE CLAIM IS SETTLED... THIS VERSION HAS THE 3- DAY RIGHT TO CANCEL A HOME IMPROVEMENT CONTRACT SIGNED IN HOME CLAUSE AND THE CANCELLATION PENALTY CLAUSE
- AOI-NC- AUTHORIZATION OF INSURED FORM USED AS A CONTINGENCY AGREEMENT WITH THE INSURED BEFORE A LEGAL CONTRACT CAN BE SIGNED... ALWAYS FOLLOW UP WITH A CONTRACT AFTER THE CLAIM IS SETTLED... THIS VERSION HAS THE 3- DAY RIGHT TO CANCEL A HOME IMPROVEMENT CONTRACT SIGNED IN HOME CLAUSE
- AOI-NC1- AUTHORIZATION OF INSURED FORM USED AS A CONTINGENCY AGREEMENT WITH THE INSURED BEFORE A LEGAL CONTRACT CAN BE SIGNED... ALWAYS FOLLOW UP WITH A CONTRACT AFTER THE CLAIM

IS SETTLED... THIS VERSION HAS A CLAUSE THAT ALLOWS THE CUSTOMER TO CANCEL PROVIDED THEY PAY A CANCELLATION FEE ... VERY STRONG CLAUSE ABOUT CANCELLATION

- ARI- AUTHORIZATION TO RELEASE INFORMATION (GIVES CONTRACTOR RIGHT TO CONTACT AND TO BE PAID DIRECT)
- ARI- AUTHORIZATION TO RELEASE INFORMATION (MORTGAGE COMPANY FOR DIRECT PAY)
- ARI- AUTHORIZATION TO RELEASE INFORMATION (INSURANCE COMPANY FOR DIRECT PAY)
- BP1I- BID PROPOSAL FOR INSURANCE WORK WITH NO PRE-DEFINED SPECIFICATIONS
- COWI- INSURANCE COST OF WORK ADDENDUM
- DMA- AUTHORIZATION TO PERFORM DAMAGE MITIGATION SERVICES TO HELP PREVENT FURTHER DAMAGE TO THE PROPERTY
- DMA2- MORE DETAILED DAMAGE MITIGATION AGREEMENT
- DSI- DISASTER SIGN-IN SHEET FOR TIME DOCUMENTATION OF WORKERS
- EQL- EQUIPMENT LOG TO DOCUMENT DRYING AND DEHUMIDIFYING TYPE EQUIPMENT
- GMPI- INSURANCE RESTORATION CONTRACT FOR RESIDENTIAL JOBS
- INVD- INSURANCE DEPRECIATION INVOICE USED TO RECOVER ANY DEPRECIATION ALLOWED BY THE INSURANCE COMPANY AFTER THE RESTORATION IS COMPLETED
- MOLD- MOLD REMEDIATION CONTRACT INCLUDES INFORMATION AND CONDITIONS FOR TESTING ETC.
- NIH- NOTICE OF ENVIRONMENTAL HAZARDS
- SDL- STRUCTURAL DRYING LOG TO DOCUMENT DRYING OPERATIONS
- SUP1- INSURANCE CHANGE ORDER SUBMITTED TO THE INSURANCE COMPANY FOR SUPPLEMENTAL DAMAGES DISCOVERED DURING THE COURSE OF THE WORK THAT WAS NOT INCLUDED IN THE ORIGINAL SETTLEMENT

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#### OPTIONAL MARKETING PACKAGE (12 FORMS)

- MARKETING DOOR HANGER TEMPLATE- ...USED AS A MARKETING TOOL TO GET LEADS AND SELL JOBS
- SORRY WE MISSED YOU DOOR HANGER TEMPLATE- USED WHEN AN APPOINTMENT IS MISSED
- GIF- GENERAL CONTRACTOR INFORMATION LABEL USED TO KEEP YOUR COMPANY INFORMATION HANDY FOR YOUR CUSTOMERS AND TO GET REPEAT BUSINESS FROM YOUR CUSTOMERS AND REFERRALS
- MATCHING BROCHURE TEMPLATE
- MATCHING ADDRESS LABEL
- MATCHING ADVERTISEMENT
- MATCHING BUSINESS CARD
- MATCHING #10 ENVELOPE
- MATCHING FLYER
- MATCHING LETTERHEAD
- LOGO
- MATCHING POSTER

#### SECTION K. OPTIONAL INDEPENDENT CONTRACTOR AGREEMENTS (4 FORMS)

- SALESPERSON AGREEMENT TO DESIGNATE TERMS AND CONDITIONS YOU WILL REQUIRE OF ANY SALESPERSONS WHO DO ESTIMATION, CLOSING FOR YOUR COMPANY. DESIGNATES THE TERMS TO MAKE THE SALESPERSON AN INDEPENDENT CONTRACTOR.

- GC2- CONSTRUCTION CONTRACT USED FOR NON- HOME IMPROVEMENT WORK SUCH AS COMMERCIAL, AND NEW CONSTRUCTION USED WHEN A SALESMAN WILL BE SIGNING THE CONTRACT AS AN AGENT FOR THE CONTRACTOR
- GC4- RESIDENTIAL HOME IMPROVEMENT CONTRACT USED WHEN THE CONTRACT IS SIGNED IN HOME AND WHEN A SALESMAN WILL BE SIGNING THE CONTRACT AS AN AGENT FOR THE CONTRACTOR
- SUBCONTRACTOR AGREEMENT TO DESIGNATE TERMS AND CONDITIONS YOU WILL REQUIRE OF ANY SUB-CONTRACTOR WHO DOES WORK FOR YOUR COMPANY. THIS IS A “BLANKET” AGREEMENT. DESIGNATES THE TERMS TO MAKE THE SUBCONTRACTOR AN INDEPENDENT CONTRACTOR.

**PRICING FOR THE DIFFERENT PACKAGES IS ON THE NEXT PAGE... BE SURE TO CONTINUE!**



**ACT Contractors Forms on Disk Software... Our Most Popular Form Solution...**

CATALOG NUMBER	DESCRIPTION	PRICE
FODG1CA	ACT CONTRACTORS FORMS on Disk for California General Contractors with ALL 94 forms shown above ... We set-up your LOGO & Company Information ON EACH & EVERY FORM- A true "TURNKEY" Form Solution	<b><u>\$399.00</u></b>
FODG3CA	ACT CONTRACTORS FORMS on Disk for California General Contractors with the 15 essential forms shown with a <b>BLUE</b> asterisk in the list above ... We set-up your LOGO & Company Information ON ALL 15 FORMS- A "TURNKEY" Form Solution.	<b><u>\$269.00</u></b>
FODG5CA	ACT CONTRACTORS FORMS on Disk for California General Contractors with ANY 5 forms from the list shown above ... We set-up your LOGO & Company Information ON ALL 5 Forms.	<b><u>\$229.00</u></b>
<b>OPTIONAL- Insurance Restoration Forms</b>	OPTIONAL add on to FODG1CA or FODG3CA or FODG5CA and adds the 22 Insurance Restoration Forms listed above.	<b><u>\$125.00</u></b>
<b>OPTIONAL- Marketing Package</b>	OPTIONAL add on to FODG1CA or FODG3CA or FODG5CA and adds the 12 MARKETING Templates listed above.	<b><u>\$100.00</u></b>
<b>OPTIONAL- Independent Contractor/Sales Package</b>	OPTIONAL add on to FODG1CA or FODG3CA or FODG5CA and adds the 2 Independent Contractors Agreements for Salespeople and Subs who will be 1099 compensated. And 2 Contracts for Salesperson who sign contracts for the Contractor.	<b><u>\$100.00</u></b>
<b>OPTIONAL- USB Install</b>	OPTIONAL install from a USB Flash Drive instead of Disks (useful if you do not have a disk drive on your computer but do have a USB port!	<b><u>\$10.00</u></b>
<b>OPTIONAL--Download</b>	OPTIONAL RUSH orders... we prepare a download of the software within 12 hours after your approval of the layout <b>IF YOU NEED IT FAST!</b>	<b><u>\$25.00</u></b>

**SOME ADVANTAGES OF OUR SOFTWARE PROGRAM**

1. Complete Program Just needs MS Windows to install into.
2. Includes Unlimited Use of ALL Forms with NO Recurring FEES.
3. Fill out any form on your MS Windows computer or laptop (install software on both) or Apple Computer running Windows..
4. Print out Blank Forms for use in the field.
5. Print your own Carbonless Multi-Part Forms... we show you how.
6. Spell Check your text. Format text however you like.
7. Save copies to your hard drive for future reference and editing.
8. Draw simple diagrams and layouts.
9. Change the forms themselves... forms are not locked and are fully editable... make the form fit your business.
10. Change your phone number or anything else... No Problem!
11. Add digital photos to any form with simple drag and drop, resize, even do simple photo editing.
12. Email any form as a secure PDF from within the software.
13. Meets CSLB and Federal laws.
14. We EVEN keep you current with new CA laws... ask us how!

**We're Celebrating over 21 Years In Business!**

FOR A LIMITED TIME... ORDER FODG1CA AND GET (ONE) EITHER THE MARKETING, THE INSURANCE RESTORATION, OR THE INDEPENDENT CONTRACTOR OPTIONAL ADD ON ... UP TO a \$125 value... ABSOLUTELY FREE!

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*Interested in custom printed NCR Paper Forms in 2-part (white-yellow or pink copy)....*

FORM SECTION (RED)	QTY. 50	QTY. 100	QTY. 250	QTY. 500	QTY. 1000
A, B, C, D3, D5, E, F, G	\$55.00	\$96.00	\$200.00	\$335.00	\$480.00
D1, D4, H, I, J	\$62.50	\$116.00	\$212.50	\$360.00	\$500.00
D2 (must add D3 & HIN to comply)	\$80.00	\$150.00	\$300.00	\$500.00	\$700.00

OPTIONAL SERVICES FOR PRINTED FORMS...

- 1. ADD A LOGO- \$50 ONE-TIME SETUP CHARGE** (all repeat orders done with no logo setup charge)  
Color logos will be printed in grayscale. The charge above includes printing your company information in text without a logo.

*Interested in Fillable and Re-useable PDF Forms ....*

FORM SECTION (RED)	PRICE FOR EACH FORM IN THE SECTION
B	\$20.00
A, C, D3, D5, E, F, G, I	\$25.00
D1, D4, H, J	\$35.00
D2, K	\$40.00

**Note:**  
Home Improvement Contracts  
in PDF format come with the  
Notice of Cancellation Form!

OPTIONAL SERVICES FOR PDF FORMS...

- 1. ADD YOUR COMPANY LOGO AND INFORMATION TO ANY PDF FORM... \$25 EACH FORM**
- 2. MAKE PDF COMPATIBLE WITH IPHONE AND IPAD... CALL FOR PRICING... OPTIONS INCLUDE SIGNATURE FIELDS (SIGN WITH FINGER OR STYLUS, DROP DOWNS WITH PRE-FILLED SPECS, AND MORE**

**WE MAKE CUSTOM FORMS... WE MAKE IPAD FORMS.  
WE CAN MAKE ANY FORM YOU NEED!**

*Shipping and Tax...*

PRODUCT	EXPEDITED (1-2-3 day) SHIPPING	SALES TAX TO CA ADDRESSES
SOFTWARE	\$11.95 INSURED PRIORITY MAIL	8.375%
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