



INCLUDED FORMS IN ACT CONTRACTORS FORMS ON DISK FOR CALIFORNIA ROOFING CONTRACTORS (C39 LICENSE HOLDERS) (91 & 14 Optional Forms)

NOTE: All of these forms are included in the FULL VERSION of ACT Contractors Forms on Disk (FODR1CA). 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 8 and for Printed and PDF Forms is on page 9.

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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
- 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
- * • RBP- MULTIPAGE ROOFING BID FORM WITH CHECK BOXES FOR COMMON ROOFING SPECS... IMPRESSIVE AND CLEAR TO THE CUSTOMER... HELPS SELL MORE JOBS!
- RE1- ROOFING ESTIMATE INPUT XACTIMATE OR OTHER CATEGORIES HERE
- RE1L- SAME AS RE1 EXCEPT IT IS ONE PAGE LEGAL SIZE
- 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 FODR3CA 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 (30 FORMS IN THE MAIN FOLDER AND THREE SUB FOLDERS)

SECTION D1. COMMERCIAL & NEW CONSTRUCTION CONTRACTS SUB-FOLDER (3 FORMS)

- COW- COST OF WORK ADDENDUM TO A TIME AND MATERIAL CONTRACT DETAILING WHAT WILL BE BILLED
- * • RC1- COMMERCIAL ROOFING CONTRACT FOR NON-RESIDENTIAL HOME IMPROVEMENT USES
- RC5- COMMERCIAL ROOFING CONTRACT FOR TIME AND MATERIAL JOBS ... MUST BE USED WITH COW COST OF WORK ADDENDUM FORM

SECTION D2. HOME IMPROVEMENT CONTRACTS SUB-FOLDER (8 FORMS)

- 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!
- 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 REMODELS, ETC. WHEN PROPERTY LINES, PERMITS, AND OTHER CONDITIONS DO NOT APPLY
- HIP-LETTER- SAME AS HIP BUT COMBINED WITH NOTICE OF CANCELLATION AND IS IN LETTER SIZE
- * • RC3- RESIDENTIAL ROOFING CONTRACT FOR RESIDENTIAL HOME IMPROVEMENT WORK WHEN THE CONTRACT IS SIGNED IN HOME
- RC3-LETTER-SAME AS RC3 BUT COMBINED INTO A SINGLE LETTER SIZED FORM
- RPC- RESIDENTIAL ROOFING PROPOSAL/CONTRACT FOR RESIDENTIAL HOME IMPROVEMENT WORK WHEN THE CONTRACT IS SIGNED IN HOME

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)

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- 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 (10 FORMS)

- 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
- 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 (12 FORMS)

- #10 MATCHING ENVELOPE- ...#10 SIZE ENVELOPE THAT MATCHES ALL THE OTHER PAPERWORK
- CCA- CREDIT CARD AUTHORIZATION
- 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. MISCELLANEOUS ROOFING FORMS (5 FORMS)

- CERT- ROOF CERTIFICATION FORM USED TO CERTIFY ROOFS AS BEING FREE OF LEAKS FOR A DESIGNATED PERIOD OF TIME... MEETS FHA REQUIREMENTS AND LIMITS LIABILITY

- LRI- LOW SLOPE ROOF INSPECTION FORM USED FOR DOCUMENTING THE INSPECTION OF A LOW SLOPE ROOF INCLUDING PHOTOS & ROOFING SERVICES NEEDED TO CORRECT PROBLEMS & MAINTAIN THE ROOF
- PR1- PRE-ROOFING INSPECTION FORM USED TO DOCUMENT CONDITIONS AND PROBLEMS ON THE JOB SITE BEFORE ANY WORK IS DONE SO CONTRACTOR IS NOT HELD RESPONSIBLE
- RIP- ROOF INSPECTION FORM- SIMPLE ROOF INSPECTION FORM USED TO DOCUMENT FINDINGS OF ANY ROOF INSPECTION AND TO GIVE AN OPINION OF THE LIFE EXPECTANCY OF THE ROOF
- RRO- ROOF REPAIR ORDER USED FOR SIMPLE ROOF REPAIRS AS A WORK ORDER/ INVOICE/ RECEIPT

SECTION H. PRE-LIEN, LIEN FORMS FOLDER (10 FORMS) **UPDATED FOR NEW LAWS!!!**

- 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.

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SECTION I. 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
- * • RSC- ROOFING 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 J. WARRANTY FOLDER (2 FORMS)

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

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
- EIF- Roofing CONTRACTOR INFORMATION LABEL USED TO KEEP YOUR COMPANY INFORMATION HANDY FOR YOUR CUSTOMERS AND TO GET REPEAT BUSINESS FROM YOUR CUSTOMERS AND REFERRALS
- MATCHING ROOFING BROCHURE TEMPLATE
- MATCHING ADDRESS LABEL
- MATCHING ROOFING ADVERTISEMENT
- MATCHING ROOFING BUSINESS CARD
- MATCHING #10 ENVELOPE
- MATCHING ROOFING FLYER
- MATCHING LETTERHEAD
- LOGO
- MATCHING ROOFING POSTER

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SECTION K. OPTIONAL INDEPENDENT CONTRACTOR AGREEMENTS (4 FORMS)

- RC2- COMMERCIAL ROOFING CONTRACT FOR NON-RESIDENTIAL HOME IMPROVEMENT USES AND WHEN A SALESMAN WILL BE SIGNING THE CONTRACT AS AN AGENT FOR THE CONTRACTOR
- RC4- HOME IMPROVEMENT CONTRACT FOR ROOFING SOLD AND SIGNED BY A SALESPERSON
- 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.
- SUBCONTRACTOR AGREEMENT TO DESIGNATE TERMS AND CONDITIONS YOU WILL REQUIRE OF ANY SUBCONTRACTOR WHO DOES WORK FOR YOUR COMPANY. THIS IS A "BLANKET" AGREEMENT. DESIGNATES THE TERMS TO MAKE THE SUBCONTRACTOR AN INDEPENDENT CONTRACTOR.

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

CATALOG NUMBER	DESCRIPTION	PRICE
FODR1CA	ACT CONTRACTORS FORMS on Disk for California Roofing Contractors with ALL 91 forms shown above CUSTOMIZED... We set-up your LOGO & Company Information ON EACH & EVERY FORM- A true "TURNKEY" Form Solution	<u>\$399.00</u>
FODR3CA	ACT CONTRACTORS FORMS on Disk for California Roofing Contractors with the 15 essential forms shown with a blue asterisk in the list above CUSTOMIZED... We set-up your LOGO & Company Information ON ALL 15 FORMS- A "TURNKEY" Form Solution.	<u>\$269.00</u>
FODR5CA	ACT CONTRACTORS FORMS on Disk for California Roofing Contractors with ANY 5 forms from the list shown above CUSTOMIZED... We set-up your LOGO & Company Information ON ALL 5 Forms.	<u>\$229.00</u>
OPTIONAL- Insurance Restoration Forms	OPTIONAL add on to FODR1CA or FODR3CA or FODR5CA and adds the 14 Insurance Restoration Forms listed above.	<u>\$125.00</u>
OPTIONAL- Marketing Package	OPTIONAL add on to FODR1CA or FODR3CA or FODR5CA and adds the 12 MARKETING Templates listed above.	<u>\$100.00</u>
OPTIONAL- Independent Contractor Package	OPTIONAL add on to FODR1CA or FODR3CA or FODR5CA and adds the 2 Independent Contractors Agreements for Salespeople and Subs who will be 1099 compensated and the 2 Salesperson Contract Forms.	<u>\$100.00</u>
OPTIONAL- USB Install	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!	<u>\$10.00</u>
OPTIONAL--Download	OPTIONAL RUSH orders... we prepare a download of the software within 12 hours after your approval of the layout IF YOU NEED IT FAST!	<u>\$25.00</u>

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).
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 FODR1CA 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	\$55.00	\$96.00	\$200.00	\$335.00	\$480.00
D1, D4, G, H, I, J	\$62.50	\$116.00	\$212.50	\$360.00	\$500.00
D2	\$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, H, J	\$25.00
D1, D4, G, I	\$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!**

PRODUCT	EXPEDITED (1-2-3 day) SHIPPING	SALES TAX TO CA ADDRESSES
SOFTWARE	\$11.95 INSURED PRIORITY MAIL	8.375%
CUSTOM PRINTED FORMS	CALL FOR PRICE- DEPENDS ON WEIGHT	8.375%
PDF FORMS	NO SHIPPING CHARGE, SENT BY EMAIL	DIGITAL FORM- NO TAX

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