



INCLUDED FORMS IN ACT CONTRACTORS FORMS ON DISK FOR MASSACHUSETTS PAINTING CONTRACTORS (68 & 20 Optional Forms)

NOTE: All of these forms (EXCEPT OPTIONAL FORMS) are included in the FULL VERSION of ACT Contractors Forms on Disk (FODP3MA). 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 FILLABLE PDF Forms....PRICE LIST FOR SOFTWARE is on the last pages

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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
- * • IBP- INTERIOR PAINTING BID PROPOSAL FORM USED FOR INTERIOR BIDS
- IBP1- INTERIOR PAINTING BID PROPOSAL WITH TABLE FOR ROOM SPECS
- 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
- 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
- * • XBP- EXTERIOR PAINTING BID PROPOSAL FORM USED FOR EXTERIOR BIDS
- XBP1- EXTERIOR PAINTING BID PROPOSAL FORM WITH TABLE FOR EXTERIOR DETAILS

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 (5 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 FODPBOR 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
- COL- CHANGE ORDER LOG FORM USED BY YOU TO KEEP TRACK OF THE CHANGE ORDERS ISSUED ON THE JOB

SECTION D. CONTRACTS FOLDER (21 FORMS IN THE MAIN FOLDER AND THREE SUB FOLDERS)

SECTION D1. COMMERCIAL & NEW CONSTRUCTION CONTRACTS SUB-FOLDER (6 FORMS)

- COW- COST OF WORK ADDENDUM TO A TIME AND MATERIAL CONTRACT DETAILING WHAT WILL BE BILLED
- IP1- INTERIOR PAINTING CONTRACT USED FOR NON- HOME IMPROVEMENT WORK SUCH AS COMMERCIAL, AND NEW CONSTRUCTION OR FOR HOME IMPROVEMENT WORK WHEN THE CONTRACT IS **NOT** SIGNED IN HOME
- * • PC1- INTERIOR/EXTERIOR PAINTING CONTRACT USED FOR NON- HOME IMPROVEMENT WORK SUCH AS COMMERCIAL, AND NEW CONSTRUCTION OR FOR HOME IMPROVEMENT WORK WHEN THE CONTRACT IS **NOT** SIGNED IN HOME
- PC5- TIME AND MATERIAL CONTRACT USED FOR NON- HOME IMPROVEMENT WORK SUCH AS COMMERCIAL, AND NEW CONSTRUCTION OR FOR HOME IMPROVEMENT WORK WHEN THE CONTRACT IS **NOT** SIGNED IN HOME
- WP1- WALLPAPERING CONTRACT USED FOR NON- HOME IMPROVEMENT WORK SUCH AS COMMERCIAL, AND NEW CONSTRUCTION OR FOR HOME IMPROVEMENT WORK WHEN THE CONTRACT IS **NOT** SIGNED IN HOME
- XP1- EXTERIOR PAINTING CONTRACT USED FOR NON- HOME IMPROVEMENT WORK SUCH AS COMMERCIAL, AND NEW CONSTRUCTION OR FOR HOME IMPROVEMENT WORK WHEN THE CONTRACT IS **NOT** SIGNED IN HOME

SECTION D2. HOME IMPROVEMENT CONTRACTS SUB-FOLDER (5 FORMS)

- HIP- HOME IMPROVEMENT PROPOSAL/CONTRACT USED WHEN THE CONTRACT IS SIGNED IN HOME
- IP3- INTERIOR RESIDENTIAL HOME IMPROVEMENT PAINTING CONTRACT USED WHEN THE CONTRACT IS SIGNED IN HOME
- * • PC3- INTERIOR/EXTERIOR RESIDENTIAL HOME IMPROVEMENT PAINTING CONTRACT USED WHEN THE CONTRACT IS SIGNED IN HOME
- WP3- WALLPAPERING RESIDENTIAL HOME IMPROVEMENT PAINTING CONTRACT USED WHEN THE CONTRACT IS SIGNED IN HOME
- XP3- EXTERIOR RESIDENTIAL HOME IMPROVEMENT PAINTING CONTRACT USED WHEN THE CONTRACT IS SIGNED IN HOME

SECTION D3. NOTICE OF CANCELLATION SUB-FOLDER (1 FORMS)

- * • CN1-DOUBLE VERSION OF THREE DAY RIGHT TO CANCEL NOTICE TO BE GIVEN IN DUPLICATE TO THE CUSTOMER ONLY ON HOME IMPROVEMENT JOBS SIGNED IN- HOME.

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SECTION D4. MAIN CONTRACT FOLDER (9 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
- 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)

- * • 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

SECTION F. MISCELLANEOUS BUSINESS FORMS FOLDER (12 FORMS)

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- #10 MATCHING ENVELOPE- ...#10 SIZE ENVELOPE THAT MATCHES ALL THE OTHER PAPERWORK
- CAR- 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

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SECTION G. MISCELLANEOUS PAINTING FORMS (5 FORMS)

- CM1- HOLD HARMLESS AND EXPECTATIONS FOR RESULTS OF TOUCHING UP, COLOR MATCHING, TEXTURE MATCHING AND SHEEN MATCHING... USE THIS TO EXPLAIN AND PROTECT AGAINST IRATE CUSTOMERS WHO HAVE UNREAL EXPECTATIONS REGARDING TOUCH-UP AND TEXTURE MATCHING
- DNE- DOOR NOTICE FOR EXTERIOR PAINTING FOR SCHEDULING PAINTING OF EXTERIORS IN A CONDO OR APARTMENT COMPLEX
- DNP- DOOR NOTICE FOR POWERWASHING FOR SCHEDULING POWERWASHING OF EXTERIORS IN A CONDO OR APARTMENT COMPLEX
- DOOR HANGER TEMPLATE FOR DOOR PAINTING- DOOR HANGER TEMPLATE FOR SCHEDULING PAINTING OF FRONT DOORS IN A CONDO OR APARTMENT COMPLEX
- PRE- PRE-PAINTING INSPECTION FORM USED TO DOCUMENT CONDITIONS AND PROBLEMS ON THE JOB SITE BEFORE ANY WORK IS DONE SO CONTRACTOR IS NOT HELD RESPONSIBLE

SECTION H. SUBCONTRACTORS FOLDER (3 FORMS)

- PSC- PAINTING SUBCONTRACT FORM USED AS AN AGREEMENT BETWEEN THE PAINTING CONTRACTOR AND ANOTHER CONTRACTOR... USUALLY A GENERAL CONTRACTOR... WHOM THE PAINTING CONTRACTOR IS SUBCONTRACTING WORK FROM
- * • 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

SECTION I. WARRANTY FOLDER (2 FORMS) GREAT MARKETING TOOLS!

- CWC2- LIMITED LABOR PAINTING WARRANTY FOR WORKMANSHIP IN CERTIFICATE FORMAT
- * • WC2- LIMITED LABOR PAINTING WARRANTY WORKMANSHIP IN STANDARD FORMAT

OPTIONAL MARKETING PACKAGE (12 FORMS)

- DOOR HANGER TEMPLATE FOR MARKETING- DOOR HANGER TEMPLATE FOR DRIVE BY MARKETING OF PAINTING JOBS IN A NEIGHBORHOOD
- DOOR HANGER TEMPLATE FOR MISSED APPOINTMENTS
- MATCHING PAINTING ADDRESS LABEL
- MATCHING PAINTING ADVERTISEMENT
- MATCHING PAINTING BROCHURE
- MATCHING PAINTING BUSINESS CARD
- MATCHING PAINTING ENVELOPE
- MATCHING PAINTING FLYER
- MATCHING PAINTING LETTERHEAD
- MATCHING PAINTING LOGO
- MATCHING PAINTING POSTER
- PIF- PAINTING INFORMATION LABEL USED TO DOCUMENT JOB MATERIALS AND ALSO TO ADVERTISE THE CONTRACTOR NAME AND CONTACT INFORMATION

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SECTION J. OPTIONAL INDEPENDENT CONTRACTOR & SALESPERSON AGREEMENTS (8 FORMS)

- IP2- INTERIOR PAINTING CONTRACT USED FOR NON- HOME IMPROVEMENT WORK SUCH AS COMMERCIAL, AND NEW CONSTRUCTION OR FOR HOME IMPROVEMENT WORK WHEN THE CONTRACT IS **NOT** SIGNED IN HOME USED WHEN A SALESMAN WILL BE SIGNING THE CONTRACT AS AN AGENT FOR THE CONTRACTOR
- IP4- INTERIOR RESIDENTIAL HOME IMPROVEMENT PAINTING CONTRACT USED WHEN THE CONTRACT IS SIGNED IN HOME AND WHEN A SALESMAN WILL BE SIGNING THE CONTRACT AS AN AGENT FOR THE CONTRACTOR
- PC2- INTERIOR/EXTERIOR PAINTING CONTRACT USED FOR NON- HOME IMPROVEMENT WORK SUCH AS COMMERCIAL, AND NEW CONSTRUCTION OR FOR HOME IMPROVEMENT WORK WHEN THE CONTRACT IS NOT SIGNED IN HOME USED WHEN A SALESMAN WILL BE SIGNING THE CONTRACT AS AN AGENT FOR THE CONTRACTOR
- PC4- INTERIOR/EXTERIOR RESIDENTIAL HOME IMPROVEMENT PAINTING CONTRACT USED WHEN THE CONTRACT IS SIGNED IN HOME AND WHEN A SALESMAN WILL BE SIGNING THE CONTRACT AS AN AGENT FOR THE CONTRACTOR
- XP2- EXTERIOR PAINTING CONTRACT USED FOR NON- HOME IMPROVEMENT WORK SUCH AS COMMERCIAL, AND NEW CONSTRUCTION OR FOR HOME IMPROVEMENT WORK WHEN THE CONTRACT IS **NOT** SIGNED IN HOME USED WHEN A SALESMAN WILL BE SIGNING THE CONTRACT AS AN AGENT FOR THE CONTRACTOR
- XP4- EXTERIOR RESIDENTIAL HOME IMPROVEMENT PAINTING CONTRACT USED WHEN THE CONTRACT IS SIGNED IN HOME AND WHEN A SALESMAN WILL BE SIGNING THE CONTRACT AS AN AGENT FOR THE CONTRACTOR

- 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.

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

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FODPBMA	ACT CONTRACTORS FORMS on Disk for MASSACHUSETTS Painting Contractors with the 15 essential forms shown with a BLUE asterisk in the list above ... We set-up your LOGO & Company Information ON ALL 15 FORMS- A "TURNKEY" Form Solution.	<u>\$249.00</u>
FODP5MA	ACT CONTRACTORS FORMS on Disk for MASSACHUSETTS Painting Contractors with ANY 5 forms from the list shown above ... We set-up your LOGO & Company Information ON ALL 5 Forms.	<u>\$199.00</u>
OPTIONAL- Marketing Package	OPTIONAL add on to FODP3MA or FODPBMA or FODP5MA and adds the 12 MARKETING Templates listed above.	<u>\$125.00</u>
OPTIONAL- Independent Contractor/Sales Package	OPTIONAL add on to FODP3MA or FODPBMA or FODP5MA and adds the 2 Independent Contractors Agreements for Salespeople and Subs who will be 1099 compensated. And 6 Contracts for Salesperson who sign contracts for the Contractor.	<u>\$80.00</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>

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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..
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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!
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14. We EVEN keep you current with new MA laws... ask us how!

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FORM SECTION (RED)	QTY. 50	QTY. 100	QTY. 250	QTY. 500	QTY. 1000
A, B, C, D3, D4, E, F	\$55.00	\$96.00	\$200.00	\$335.00	\$480.00
D1, D2, G, H, I	\$62.50	\$116.00	\$212.50	\$360.00	\$500.00

OPTIONAL SERVICES FOR PRINTED FORMS...

- 1. ADD A LOGO- \$50 ONE-TIME SETUP CHARGE** (all repeat orders done with no logo setup charge)
Due to problems common when printing on Carbonless Paper, Color logos will be printed in gray-scale. 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, D4, E, F	\$25.00
G, H	\$30.00
D1, D2, I	\$35.00
J	\$40.00

Note:
Home Improvement Contracts
in PDF format come with the
Notice of Cancellation Form and
the MA Required Notices!

OPTIONAL SERVICES FOR PDF FORMS...

- 1. ADD YOUR COMPANY LOGO AND INFORMATION TO ANY PDF FORM... \$25 EACH FORM OR HOURLY RATE FOR MULTIPLE FORMS**
- 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 MA ADDRESSES
SOFTWARE	\$14.95 INSURED PRIORITY MAIL	NO SALES TAX TO MA
CUSTOM PRINTED FORMS	CALL FOR PRICE- DEPENDS ON WEIGHT	NO SALES TAX TO MA
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