INCLUDED FORMS IN ACT CONTRACTORS FORMS ON DISK FOR ILLINOIS ROOFING CONTRACTORS (74 & 36 Optional Forms)

NOTE: All of these forms (EXCEPT OPTIONAL FORMS) are included in the FULL VERSION of ACT Contractors Forms on Disk (FODR3IL). 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.

SECTION A. BIDS FOLDER (11 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!
- RBPF- MULTIPAGE ROOFING BID FORM FOR FLAT ROOFS
- 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** (20 forms in the main folder and three subfolders)

**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** (5 forms)

- HIP- RESIDENTIAL HOME IMPROVEMENT PROPOSAL/CONTRACT used when the contract is signed in home and is more appropriate for simpler home improvement jobs like siding and window replacement, etc. When property lines, permits, and other conditions do not apply.
- ILD- IL NOTICE PER ILCS CHAPTER 770 ACT 60/5 AND HOME IMPROVEMENT PAMPHLET NOTICE.
- RC3- RESIDENTIAL ROOFING CONTRACT FOR RESIDENTIAL HOME IMPROVEMENT WORK WHEN THE CONTRACT IS SIGNED IN HOME.
- RC3_LEGAL- SAME AS RC3 EXCEPT ON LEGAL PAPER TO GIVE YOU MORE WRITING ROOM.
- RPC- RESIDENTIAL ROOFING PROPOSAL/CONTRACT FOR RESIDENTIAL HOME IMPROVEMENT WORK WHEN THE CONTRACT IS SIGNED IN HOME.

**SECTION D3. NOTICE OF CANCELLATION SUB-FOLDER** (3 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).
- CNW- WAIVER OF THE 3 DAY RIGHT TO CANCEL A HOME IMPROVEMENT CONTRACT SIGNED IN HOME IN CASE OF AN EMERGENCY.

**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.
**SECTION E. LIEN RELEASE FORMS FOLDER** (6 FORMS)

- **CLR**- CONDITIONAL LIEN RELEASE FORM AND COMPLETION CERTIFICATE 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 AND INCLUDES A JOB COMPLETION STATEMENT
- **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 AND COMPLETION CERTIFICATE 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 AND INCLUDES A JOB COMPLETION STATEMENT
- **ULRP**- UNCONDITIONAL LIEN RELEASE FORM AND COMPLETION CERTIFICATE 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)

- **#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 FOLDER (2 FORMS)

ILAF - IL CONTRACTORS SWORN AFFIDAVIT PER ILCS CHAPTER 770 ACT 60/5 NEED THIS BY LAW TO GET PAID

PLIL - IL PRE-LIEN NOTICE AS PER ILCS CHAPTER 770 ACT 60/5 & 60/21

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 ADD-ON (12 FORMS NOT AVAILABLE PRINTED OR PDF- ONLY SOFTWARE)

• 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

SECTION K. OPTIONAL INDEPENDENT CONTRACTOR ADD-ON (5 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- RESIDENTIAL ROOFING CONTRACT FOR RESIDENTIAL HOME IMPROVEMENT WORK WHEN THE CONTRACT IS SIGNED IN HOME AND WHEN A SALESMAN WILL BE SIGNING THE CONTRACT AS AN AGENT FOR THE CONTRACTOR
• RC4I- INSURANCE RESTORATION ROOFING CONTRACT FOR RESIDENTIAL ROOFING PAID BY INSURANCE PROCEEDS AND FOR CONTRACTS SIGNED BY SALESPERSONS ON BEHALF OF THE COMPANY
• 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.
• 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
• 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
• 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-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 (MORTGAGE) 3 DIFFERENT VERSIONS USED TO GET JOINT CHECKS AND/OR DIRECT PAY FROM INSURANCE OR MORTGAGE AND CUSTOMERS. THREE VERSIONS
• BP1I- BID PROPOSAL FOR INSURANCE WORK WITH NO PRE-DEFINED SPECIFICATIONS
• CN1I- NOTICE OF CANCELLATION FOR HOME REPAIR /REMODELING CONTRACTS PAID ALL OR IN PART BY INSURANCE PROCEEDS PER ILCS 513/18
• DMA- AUTHORIZATION TO PERFORM DAMAGE MITIGATION SERVICES (BOARD-UP, TARPING, CONTENT REMOVING, ETC.) TO HELP PREVENT FURTHER DAMAGE TO THE PROPERTY OR CONTENTS
• FAC-FILING AN INSURANCE CLAIM INSTRUCTIONS
• INVD- INSURANCE DEPRECIATION INVOICE USED TO RECOVER ANY DEPRECIATION ALLOWED BY THE INSURANCE COMPANY AFTER THE RESTORATION IS COMPLETED
• PRS-RESTORATION SPECIFICATIONS AND PROCEEDS AND OUT OF POCKET BREAKDOWN
• RBPI- ROOFING BID PROPOSAL FORM FOR TYPICAL ROOFING JOBS AND HAS BUILT-IN SPECIFICATIONS ... USED FOR INSURANCE JOBS WHEN THE FINAL SCOPE OF WORK AND PRICING HAS NOT BEEN DETERMINED FROM THE INSURANCE COMPANY
• RC3I- INSURANCE RESIDENTIAL ROOFING CONTRACT (HOME IMPROVEMENT WORK)
• RROI- ROOFING REPAIR ORDER ... FOR SMALL ROOF REPAIRS USED FOR INSURANCE JOBS WHEN THE FINAL SCOPE OF WORK AND PRICING HAS NOT BEEN DETERMINED FROM THE INSURANCE COMPANY
• 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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<td>ACT CONTRACTORS FORMS on Disk for ILLINOIS Roofing Contractors with ALL 74 forms shown above ... We set-up your LOGO &amp; Company Information ON EACH &amp; EVERY FORM- A true “TURNKEY” Form Solution</td>
<td>$329.00</td>
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<td>FODRBIL</td>
<td>ACT CONTRACTORS FORMS on Disk for ILLINOIS Roofing Contractors with the 15 essential forms shown with a BLUE asterisk in the list above ... We set-up your LOGO &amp; Company Information ON ALL 15 FORMS- A “TURNKEY” Form Solution.</td>
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<td>FODR5IL</td>
<td>ACT CONTRACTORS FORMS on Disk for ILLINOIS Roofing Contractors with ANY 5 forms from the list shown above ... We set-up your LOGO &amp; Company Information ON ALL 5 Forms.</td>
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2. Includes Unlimited Use of ALL Forms with NO Recurring FEES.
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6. Spell Check your text. Format text however you like.
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8. Draw simple diagrams and layouts.
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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.
14. We EVEN keep you current with new IL laws... ask us how!

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   Due to problems common when printing on Carbonless Paper, Color logos will be printed in grayscale. The charge above includes printing your company information in text without a logo.

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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.
FORMS SIGNED ON A TABLET, WE CAN MAKE ANY FORM YOU NEED!

Shipping and Tax...

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