



*This CD includes forms for all areas of your business...from organizing to the day-to-day operations.*

This CD of business forms provides the small business with a variety of well designed, time-tested layouts that present a professional image. Covering areas from accounting to sales to personnel, these forms meet the needs of today's small and growing businesses.

- Fill in forms right on screen
- Familiar PDF & Excel® formats
- Print unlimited forms



#### **Includes...**

- Appointment Schedules
  - Receivable Reports
  - Payables Reports
  - Budgets
  - Payroll Summaries
  - Balance Sheet
  - Cash Reconciliation Worksheet
  - Aging Report
  - Chart of Accounts
  - Inventory Records
  - Petty Cash Journal
  - Project Timelines
  - Vacation Schedules
  - Time Sheets
- and more!

**\* Requires Microsoft® Excel®**

**\* Windows® & Macintosh Compatible**