

## Forms for Your Business: A Quick Reference Guide

In any industry, the right business forms can save time, enhance your professional image and improve service to customers. Finding such forms, however, is a challenge – especially if your business is highly specialized.

Fortunately, NEBS has spent decades creating [manual](#) and [computer](#) forms for virtually every kind of small business. To find the most popular forms used by companies like yours, why not review the handy chart below?

Once you know the forms you need, NEBS can offer many possibilities: varied sizes, colors, formats and styles ... special wording options ... [free graphic designs](#) for added impact, or even custom design of [your own unique forms](#). With our 100% Satisfaction Guarantee, it's the risk-free way to take the work out of paperwork!

<b>AUTOMOTIVE</b>	<b>Key Form</b>	<b>NEBS Product #</b>
<i>Service Stations</i>	Register Form	608
	Sales Book	51
<i>Auto Parts</i>	Register Form	611
<i>Body &amp; Repair</i>	Estimate	660 or 5537
	Repair Order	649 or 2545 or 650
<i>Towing</i>	Register Form	612
	Service Book	2525 or 2527
	Dispatch Book	8851
<i>Small Engine Repair</i>	Repair Order	6510
<i>Windshield Repair</i>	Service Order	307

<b>CONTRACTING</b>	<b>Key Form</b>	<b>NEBS Product #</b>
<i>Electrical</i>	Work Order/Invoice	6574 or 6520
<i>Plumbing</i>	Work Order/Invoice	6535 or 6540
<i>HVAC</i>	Work Order/Invoice	6501 or 6531 or 6532
<i>Remodeling/Home Repair</i>	Proposal	5524
	Estimate	5564 or 5565
<i>Landscapers</i>	Estimate	6571
	Work Order/Invoice	6537 or 6570
	Invoice	123
	Proposal	5568
<i>Painting</i>	Proposal	6573
	Work Order/Invoice	6572
<i>General Builders</i>	Change Order	271
	Proposal	118
	Additional Work Authorization	273
	Job Estimate	215
	Transmittal	273
<i>Flooring</i>	Work Order/Invoice	268

<i>Pool/Spa</i>	Service Agreement	6577
	Field Ticket	6578
<i>Excavating</i>	Delivery Ticket/Invoice	5063

<b>HOSPITALITY</b>	<b>Key Form</b>	<b>NEBS Product #</b>
<i>Hotels/Motels</i>	Guest Registration	520 or 521 or 522
<i>Restaurants</i>	Guest Check	2506 or 2503
<i>Bed &amp; Breakfast</i>	Guest Registration	520 or 521 or 522
<i>Catering</i>	Guest Check	2506 or 2503
<i>Food Services</i>	Guest Check Book	2502

<b>MAINTENANCE &amp; REPAIR</b>	<b>Key Form</b>	<b>NEBS Product #</b>
<i>Electrical</i>	Work Order/Invoice	6574 or 6520
<i>HVAC</i>	Work Order/Invoice	6501 or 6531 or 6532
<i>Plumbing</i>	Work Order/Invoice	6535 or 6540
<i>Pool/Spa</i>	Service Agreement	6577
<i>Pest Control</i>	Service Order/Invoice	6575 or 6576
	Service Report Book	365
	Service Agreement	129
<i>Locksmith</i>	Work Order/Invoice	248 or 619
	Service Order	252
<i>Security</i>	Work Order/Invoice	6560
<i>TV</i>	Service Order/Invoice	309
<i>Computer</i>	Service Order/Invoice	313
<i>Cleaning Service - Industrial</i>	Work Order/Invoice	6527
	Proposal	6588
<i>Cleaning Service - Residential</i>	Work Order/Invoice	6579
<i>Glass Repair</i>	Work Order/Invoice	2520
<i>Fuel Dealers</i>	Meter Ticket	28 or 29
<i>Carpet/Upholstery</i>	Work Order	2518
<i>Appliance</i>	Service Order	307
<i>Marine</i>	Service Order	319
<i>Small Engine</i>	Repair Order	6510
<i>Sewing Machines/Vacuums</i>	Service Order	307 or 305
<i>Cable</i>	Service Order	307 or 305
<i>Handyman Service</i>	Service Order	307 or 305

<b>MANUFACTURING &amp; WHOLESALE</b>	<b>Key Form</b>	<b>NEBS Product #</b>
<i>Distributors</i>	Bill of Lading	126 or 6225
	Freight Bill	6207
	Delivery Receipt Book	6223
<i>Manufacturing</i>	Bill of Lading	126 or 6225
	Freight Bill	6207
	Delivery Receipt Book	6223
<i>Wholesalers</i>	Bill of Lading	126 or 6225

	Freight Bill	6207
	Delivery Receipt Book	6223

<b>PROFESSIONAL SERVICES</b>	<b>Key Form</b>	<b>NEBS Product #</b>
<i>Insurance</i>	Sales Book	55 or 50
<i>Engineering</i>	Service Agreement	229
	Contract	254
<i>Real Estate</i>	Prospect Card	D146
<i>Photography</i>	Contract	138 or 134 or 137
<i>Architecture</i>	Service Agreement	229
	Contract	254

<b>RETAIL</b>	<b>Key Form</b>	<b>NEBS Product #</b>
<i>Jeweler</i>	Repair Envelope	322 or 765
	Sales Book	60
	Register Form	607
<i>Florist</i>	Register Form	672
	Order Taker	5141 or 671
<i>Book</i>	Sales Book	55 or 50
<i>Clothing</i>	Register Form	603
<i>Furniture</i>	Invoice	117
<i>Home Décor</i>	Sales Book	55 or 50
<i>Video</i>	Rental Form	138
<i>Gift Shop</i>	Sales Book	55 or 50
<i>Garden Supply</i>	Register Form	2519T
<i>Photography</i>	Order Invoice Envelope	735
	Contract	137
<i>Framing</i>	Register Form	615
<i>Hardware</i>	Sales Book	55 or 50
<i>Pharmacy</i>	Sales Book	1
<i>Grocery/ Convenient</i>	Sales Book	55 or 50
<i>Bakery</i>	Register Form	616
<i>Appliance</i>	Sales Book	55 or 50
<i>Shoe</i>	Register Form	601
<i>Dry Cleaning</i>	Sales Book	55 or 50
<i>Building Material Dealers</i>	Register Form	612
<i>Sporting Goods</i>	Register Form	2522

<b>TRAVEL &amp; LEISURE</b>	<b>Key Form</b>	<b>NEBS Product #</b>
<i>Travel Agencies</i>	Invoice	108 or 107
<i>Resorts</i>	Guest Check	2506 or 2503
<i>Country Clubs</i>	Guest Check	2506 or 2503
<i>Gyms</i>	Sales Book	55 or 50
<i>Sports Facility</i>	Sales Book	55 or 50
<i>Marine</i>	Service Order	319

	Purchase Agreement	5595
<i>Recreation Vehicles</i>	Repair Order	6581