

## Printing Business Forms

**B**usiness forms are documents (sales contracts, invoices, receipts, purchase orders) commonly used by companies' accounting, sales, and purchasing departments. Business forms come in many styles and sizes; they can be printed directly from your computer printer or can be used for hand writing. They can also be custom designed to show special information, company information, and company logos.

**C**omputer Continuous forms can be ordered in Single, 2, 3, 4, or even 5-Part format. Different messages (e.g. Customer Copy, Accounting Copy, Shipping, ...) can be printed individually on each part. To save printing cost, you may print all the same information on all parts. The most common size of computer forms are 9 ½" x 11" and 9 ½" x 5 ½" including the perforated computer feed punch holes on both left and right sides. Please make sure you have a dot-matrix printer for printing information on computer forms.

**M**anual carbonless forms can be ordered in 2, 3, 4, or 5-Part format. Loose sets with numbering are the most common format. You can add more features to suit your own purpose; for example, you can add stapling, perforated lines, extra numbers, wrap around paper jackets, or you can increase the paper weight/thickness for the very bottom copy.

Browse our [Product and Price List Section](#) to get more information: **>>CLICK HERE**

