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Small Business Forms is designed to save the small business owner both time and money. It includes all the forms typically used by businesses in day-to-day operations. All the forms can be customized to suit any small-business' needs. Using these forms will help to create a professional look and improve the company's image with customers, which can increase sales and profits. Among the many forms included in this kit are: Memos (two sizes). Meeting agenda and planner. Application for employment. Vacation schedule chart. Purchase order and PO record. Invoice and statement. Monthly sales report. Credit application and credit inquiry. 12-month priority report. And many more! The CD-ROM contains blank but modifiable copies of all the forms for use on any Windows-based PC. Forms are included in both MS Word and PDF formats. Running an efficient small business can be simplified if effective systems are in place and paperwork is up to date. This CD-ROM of forms is just what a small business needs to eliminate the problems in daily record-keeping and routine tasks.

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