



Microsoft Word Templates

Business Forms
Auto Expense Report
Cash Receipt
Check Requisition
Credit Reminder
Daily Planner
Expense Report
Final Notice
Hourly Invoice
Invoice
Job Estimate
Non-Disclosure Agreement
Packing List
Past Due Notice
Price List
Product Data Sheet
Property Receipt
Purchase Order
Purchase Order Log
Sales Quotation
Service Invoice
Shipping Label
Statement of Services
Stub Invoice
Subcontractor Agreement
Transmittal Letter
Weekly Goals-Objectives
Weekly Time Sheet

Fax Covers
Blinded Border Fax Cover
Blue Gray Edge Fax Cover
Dashed Line Fax Cover
Gray Circle Fax Cover
Green Envelope Fax Cover
Green Gray Fax Cover
Horizon Lines Fax Cover
Light Gray Fax Cover
Main Sail Fax Cover
Mondrian Fax Cover

Advertisements
Aquatones Ad
Blue Gray Overlap Ad
Maroon Pillar Ad
FYI 11x17
Red Black Ad 3
Vertical Title Ad
Bohemian Frame Ad
Ice Blue Corner Ad
Red Outline 11x17
Vivid Tan Ad

Newsletters
Green Gray 4-page Newsletter
Ski Track 6-page Newsletter
Triangular 2-page Newsletter
Golden 4-page Newsletter
Quarter Pipe 2-page Newsletter

Product Brochures
Dynamic Brown 4-page ProdBrochure
Landscape Blue 1-page ProdBrochure
Standard Jade 1-page ProdBrochure
Complementary Neutral 1-page ProdBrochure
Triangular Peach 1-page ProdBrochure

Reports
Attractive Khaki Report
Elegant Blue Report
Distinct Blue Gray Report
Concentric Mauve Report
Lattice Olive Report

Tri-fold Brochures
Clips Tri-Fold Brochure
Crayon Tri-Fold Brochure
Flower Tri-Fold Brochure
Slides Tri-Fold Brochure
Sunset Tri-Fold Brochure
Tri-Fold Brochure 1

Navy Blue Fax Cover
Orange Stripe Fax Cover
Purple Borders Fax Cover
Quarter Pipe Fax Cover
Shield Fax Cover

Trade Shows/Meetings
Basic Agenda
Blank Name Badge
Detailed Agenda
Meeting Action Items
Meeting Action Items Fax
Meeting Agenda Fax
Meeting Reminder
Meeting Reminder Fax
Name Badge - Education
Name Badge - Finance
Name Badge - Human Resource
Name Badge - Medical
Seminar Evaluation
Tradeshow Table ID Landscape
Tradeshow Table ID Portrait

Memos
Arrowheads Memo
Blade Memo
Conservative Gray Memo
Cream Border Memo
Dotted Memo
Flying Boxes Memo
From the President Memo
Golden Memo
Gray Border Memo
Sharp Red Memo
Simple Gray Memo
Sleek Gray Memo
Soundwaves Memo
Tapering Memo
Yellow Blue Memo

Project Management
Production Schedule
Project Log
Project Plan
Project Task Assignment
Project Timetable

Calendars
Landscape Blue Calendar

Tri-Fold Brochure 2
Tri-Fold Brochure 3
Tri-Fold Brochure 4

Certificates
Award of Merit
Bordered Attendance Award
Bordered Efficiency Award
Bordered Leadership Award
Bordered President's Award
Honor Student Award
Improvement Award
Sales Award
Sports Award

Business Cards
Blank Horizontal Business Card
Blank Vertical Business Card
Builder Business Card
Generic Business Card
Health-Beauty Business Card
Health-Wellness Business Card
Kids Business Card
Patriotic Business Card
Photography Business Card
Real Estate Business Card
Restaurant Business Card
Travel Business Card

CD-DVD Labels
Aspect CD-DVD Label
Beamer CD-DVD Label
Black White CD-DVD Label
Black White Quad CD-DVD Label
Blank CD Insert
Blank CD-DVD Label
Blank DVD Insert
Blue Fade CD-DVD Label
Circuit Board CD-DVD Label
Four Color Photos CD-DVD Label 1
Hourglass Photos 1
Lavender Photo CD-DVD Label
Lemon Lime CD-DVD Label
Ocean Blue DVD Insert
Pastel Diamonds CD-DVD Label
Pink Clef CD-DVD Label
Racing Flame CD-DVD Label
Slate Line CD-DVD Label
Spacey CD-DVD Label

Landscape Gold Calendar
Landscape Green Calendar
Landscape Olive Calendar
Landscape Pink Calendar
Landscape Plum Calendar
Landscape Purple Calendar
Landscape Rose Calendar
Landscape Rust Calendar
Landscape Sandy Brown Calendar
Landscape Tan Calendar
Landscape Teal Calendar
Portrait Blue Calendar
Portrait Gold Calendar
Portrait Green Calendar
Portrait Olive Calendar
Portrait Pink Calendar
Portrait Plum Calendar
Portrait Purple Calendar
Portrait Rose Calendar
Portrait Rust Calendar
Portrait Sandy Brown Calendar
Portrait Tan Calendar
Portrait Teal Calendar
Landscape Yearly Calendar
Portrait Yearly Calendar

Education

Attendance Sheet
Band Lesson
Basic Term Paper
Blank Lined Paper
Classroom Rules
Graph Paper 1
Graph Paper 2
Graph Paper 3
Graph Paper 4
Graph Paper 5
Parent Signoff
Permission Slip
Science Project Notes
Seating Chart
Spelling Test
Sport Sign-Up Sheet
Student Bday List
Substitute Info
Syllabus 1
Weekly Assignment Sheet

Flyers

Turquoise Photo CD-DVD Label
Venetian CD Insert
Yellowjacket CD-DVD Label

Stationery & Greeting Cards

Congratulations
Happy Anniversary 01
Happy Anniversary 02
Happy Birthday 01
Happy Valentine's Day
Invitation 01
Invitation 02
Merry Christmas 01
Thinking of You
Blank 2 per sheet Post Card
Blank 4 per sheet Post Card
Celebration 2 per sheet Post Card
Communications 2 per sheet Post Card
Generic 2 per sheet Post Card
Generic 4 per sheet Post Card
Landscaping 2 per sheet Post Card
Professional Services 2 per sheet Post Card
Real Estate 2 per sheet Post Card
Sale 2 per sheet Post Card
Technology 2 per sheet Post Card
Travel 2 per sheet Post Card
Gray Stripes 2 per sheet Post Card
Gray Stripes 4 per sheet Post Card
Gray Stripes Business Card
Gray Stripes Envelope
Gray Stripes Fax Cover Sheet
Gray Stripes Invoice Form
Gray Stripes Letterhead
Gray Stripes Letterhead - pic
Gray Stripes Memorandum
Gray Stripes Press Release
Gray Stripes Purchase Order
Gray Stripes Shipping Label
Gray Stripes Statement of Services
Linear 2 per sheet Post Card
Linear 4 per sheet Post Card
Linear Business Card
Linear Envelope
Linear Fax Cover Sheet
Linear Invoice Form
Linear Letterhead
Linear Letterhead - pic
Linear Memorandum
Linear Press Release

For Sale Flyer
Open House Flyer
Party Flyer
Simple Photo Flyer
Special Event Flyer
Springtime Flyer
Tear-Off Flyer
Vibrant Flyer
Who's Who Flyer

Photo Sheets

16 PhotoSheet Landscape
16 PhotoSheet Portrait
18 PhotoSheet Landscape
18 PhotoSheet Portrait
4 PhotoSheet Landscape
4 PhotoSheet Portrait
6 PhotoSheet Landscape
6 PhotoSheet Portrait
8 PhotoSheet Landscape
8 PhotoSheet Portrait

HR Forms

Cobra Information
Drug and Alcohol Policy
Job Application
Job Description
Vacation Request

Resumes/Job Search

Corporate Brick Chronological Resume
Corporate Brick Chronological Resume - pic
Blue Step Functional Resume - pic
Defined Blue Functional Resume
Defined Blue Functional Resume - pic
Cover Letter Table
Interview Prep List
List of References
Networking Sources
Resume Action Word List

Linear Purchase Order
Linear Shipping Label
Linear Statement of Services
Offset 2 per sheet Post Card
Offset 4 per sheet Post Card
Offset Business Card
Offset Envelope
Offset Fax Cover Sheet
Offset Invoice Form
Offset Letterhead
Offset Letterhead - pic
Offset Memorandum
Offset Press Release
Offset Purchase Order
Offset Shipping Label
Offset Statement of Services
Striking 2 per sheet Post Card
Striking 4 per sheet Post Card
Striking Business Card
Striking Envelope
Striking Fax Cover Sheet
Striking Invoice Form
Striking Letterhead
Striking Letterhead - pic
Striking Memorandum
Striking Press Release
Striking Purchase Order
Striking Shipping Label
Striking Statement of Services
Vital 2 per sheet Post Card
Vital 4 per sheet Post Card
Vital Business Card
Vital Envelope
Vital Fax Cover Sheet
Vital Invoice Form
Vital Letterhead
Vital Letterhead - pic
Vital Memorandum
Vital Press Release
Vital Purchase Order
Vital Shipping Label
Vital Statement of Services