



# Snapsets



**CopyKats**  
Copy & Print Centre  
1-877-781-6607  
5008 - 51 Ave Wetaskiwin, AB T9A 0V1  
[www.copykats.ca](http://www.copykats.ca)

SET YOURSELF APART.

Quick  Easy

PRODUCT CATALOGUE



# How to Order

## 1. Select your size

W 3 1/2 • 3 2/3 • 4 1/4 • 5 1/2 • 5 2/3 • 7 • 8 1/2 • 11 • 14 • 17

L 6 1/8 • 7 5/8 • 8 3/8 • 8 1/2 • 8 5/8 • 9 1/8 • 10 5/8 • 11 5/8 • 12 1/8 • 14 5/8

W = width of form L = length including 5/8 snap stub

~ Other sizes available

## 2. Choose your stock

Standard NCR

CB 32M white

CFB 29M white, canary, pink, green, blue, goldenrod

CF 30M white, canary, pink, green, blue, goldenrod

Heavyweight NCR

CB 40M white

CFB 40M white, canary, pink, green, blue, goldenrod

CF 40M white, canary, pink, goldenrod

Tag & Ledger NCR

NCR CF 54M white CF 66M manila/white CF 210M manila/white

Bond 56M manila/white 150M white 200M manila/white

Bond

30M white, canary, pink, green, blue

40M white, canary, pink, green, blue, goldenrod

48M white, canary, pink

~ Other stocks available

## 3. Ink selection

Face

Standard inks: Black • Reflex Blue • Process Blue • 287 Blue • 220 Burgundy  
347 Green • 186 Red • 168 Brown

or choose from a wide variety of PMS colours.

Backprint

Standard ink: 416 grey

or choose from a wide variety of PMS colours.

Covers

Printed in black or digital process colour.

## 4. Bindery

Trimming • Padding • Shrinkwrap • Stitching or Perfect Binding • Drilling

## 5. Options

Extra perforations • Designations • Mylar • Kleenstick • Printed and numbered covers

Additional numbering positions • Fan-apart • Up to 4 spot colour ink • Crash or press numbering

Blockout • 8-part forms available • Punching

## 6. Artwork

Choose from over 200 of our stock body designs at [www.qeforms.com](http://www.qeforms.com)

Supply your art file -PDF, EPS or native file (must include PDF) and get your custom artwork at our stock body price! Or have our art department set your art file for you.

# General Repair • Services

## Cleaners

RECYCLABLE

COMPANY NAME  
ADDRESS  
ADDRESS  
ADDRESS

DATE ORDERED DATE SCHEDULED

NAME SERVICE TECHNICIAN

ADDRESS

PHONE

TERMS

DESCRIPTION SIZE SQ. FT. PRICE AMOUNT

SPECIAL INSTRUCTIONS

TOTAL MATERIAL  
TOTAL LABOUR  
G.S.T.H.S.T.  
P.S.T.  
TOTAL

000001

SIGNATURE Date

96-08 5 2/3 x 9 1/8

## General Repair

RECYCLABLE

COMPANY NAME  
ADDRESS  
ADDRESS  
ADDRESS

DATE 20

LOCATION PHONE FAX

ADDRESS ORDER NO.

JOB LOCATION JOB PHONE

INSTRUCTIONS

WORK DONE

REPAIR ORDER

QUANTITY PARTS & MATERIALS UNIT PRICE AMOUNT

TOTAL PARTS

LABOUR BY HOURS PEOPLE RATE

TOTAL LABOUR

G.S.T.H.S.T.

P.S.T.

TOTAL

DATE CUSTOMER SIGNATURE

95-02 8 1/2 x 11 5/8

## Hotel/Motel

RECYCLABLE

GUEST REGISTRATION

CUSTOMER NAME  
ADDRESS  
ADDRESS  
ADDRESS

NAME PHONE

STREET

CITY PROV. / STATE PCT ZIP

COMPANY REPRESENTING

VEHICLE LICENSE PROVINCE/STATE

MAKE/COLOR YEAR

NOTICE TO GUESTS: Management reserves the right to refuse service to anyone, and will not be responsible for accidents or injury to Guests or for loss of money, jewelry or valuables of any kind.

GUEST SIGNATURE

NO. IN PARTY ARRIVAL DATE CHECK-OUT DATE ROOM TOTAL

ROOM NO. NO. OF DAYS RATE G.S.T.H.S.T.

SUBTOTAL

PROV. ROOM TAX

CHARGES CREDITS

TOTAL

RECD BY

Check-out time is 000001

This is your Receipt Please Retain

96-02 4 1/4 x 7 5/8

## Florist

RECYCLABLE

COMPANY NAME  
ADDRESS  
ADDRESS  
ADDRESS

DELIVERY DATE

WEDNESDAY

ORDER DATE

CHARGE TO

CASH  
DEBIT  
CHARGE  
OTHER

PHONE (BUSINESS) PHONE (HOME)

CREDIT CARD NO. EXPIRY DATE

WILL YOU BE ☐ CASH ☐ CREDIT

ASSOCIATION CODE NUMBER FLORET AUTHORIZATION #

ADDRESS

PHONE

DELIVERY CHARGE  
PHONE & SERVICE CHARGE  
G.S.T.H.S.T.  
P.S.T.  
TOTAL

DELIVER TO

COMPANY NAME  
ADDRESS  
ADDRESS

96-14 5 2/3 x 9 1/8

## Jewellery

RECYCLABLE

COMPANY NAME  
ADDRESS  
ADDRESS  
ADDRESS

DATE 20

ADDRESS ORDER NO.

POSTAL CODE PHONE

QUANTITY DESCRIPTION PRICE AMOUNT

REMARKS

CLERK PURCHASES

CASH ☐ DEBIT ☐ CREDIT ☐ OTHER ☐

TOTAL DOWNS

TOTAL DEPOSIT

TOTAL

000001

96-18 5 2/3 x 9 1/8

## Rentals

RECYCLABLE

COMPANY NAME  
ADDRESS  
ADDRESS  
ADDRESS

RENTAL CONTRACT

DATE

ADDRESS ORDER NO.

PHONE

CHARGE TO

CASH  
DEBIT  
CHARGE  
OTHER

PHONE (BUSINESS) PHONE (HOME)

CREDIT CARD NO. EXPIRY DATE

WILL YOU BE ☐ CASH ☐ CREDIT

ASSOCIATION CODE NUMBER FLORET AUTHORIZATION #

ADDRESS

PHONE

DELIVERY CHARGE  
PHONE & SERVICE CHARGE  
G.S.T.H.S.T.  
P.S.T.  
TOTAL

DELIVER TO

COMPANY NAME  
ADDRESS  
ADDRESS

94-04 5 2/3 x 9 1/8



## Automotive

WORK ORDER / INVOICE **AB 000001**

**95-07** 8 1/2 x 11 5/8

**AUTO WORK  
ORDER**

**95-04** 5 2/3 x 9 1/8

AB000001

**95-15** 8 1/2 x 11 5/8

00000\*

**95-08** 8 1/2 x 11 5/8



**Automotive • Delivery**

**Automotive backprints** ~ available on all Automotive forms

[illegible][illegible][illegible]

**BP-01** 5 2/3 x 9 1/8

**BP-05** 8 1/2 x 11 5/8

**BP-06** 8 1/2 x 11 5/8

## Delivery

[illegible]

**94-09** 8 1/2 x 9 1/8

[illegible]

**BP-02** 5 2/3 x 9 1/8

## Delivery

[illegible]

**94-11** 4 1/4 x 9 1/8

# Invoices

## Invoices

RECYCLABLE

THIS INVOICE FITS STANDARD 8 1/2 X 11 WINDOW ENVELOPES, ALSO KIVA WINDOW ENVELOPES

COMPANY NAME  
ADDRESS  
ADDRESS  
ADDRESS

DATE  
20

PHONE NO.  
YOUR ORDER NO.

QUANTITY DESCRIPTION PRICE AMOUNT

TOTAL PURCHASES  
G.S.T.A.S.T.  
P.S.T.  
TOTAL

AB 000001

92-03 5 2/3 x 9 1/8

RECYCLABLE

THIS INVOICE FITS STANDARD 8 1/2 X 11 WINDOW ENVELOPES, ALSO KIVA WINDOW ENVELOPES

COMPANY NAME  
ADDRESS  
ADDRESS  
ADDRESS

INVOICE AB 000001

DATE  
20

PHONE NO.  
YOUR ORDER NO.

QUANTITY DESCRIPTION PRICE AMOUNT

TOTAL PURCHASES  
G.S.T.A.S.T.  
P.S.T.  
TOTAL

AB 000001

92-11 8 1/2 x 11 5/8

RECYCLABLE

THIS INVOICE FITS STANDARD 8 1/2 X 11 WINDOW ENVELOPES, ALSO KIVA WINDOW ENVELOPES

COMPANY NAME  
ADDRESS  
ADDRESS  
ADDRESS

INVOICE AB 000001

DATE  
20

PHONE NO.  
YOUR ORDER NO.

QUANTITY DESCRIPTION PRICE AMOUNT

TOTAL PURCHASES  
G.S.T.A.S.T.  
P.S.T.  
TOTAL

AB 000001

92-05 8 1/2 x 7 5/8

RECYCLABLE

THIS INVOICE FITS STANDARD 8 1/2 X 11 WINDOW ENVELOPES, ALSO KIVA WINDOW ENVELOPES

COMPANY NAME  
ADDRESS  
ADDRESS  
ADDRESS

INVOICE AB 000001

DATE  
20

PHONE NO.  
YOUR ORDER NO.

QUANTITY DESCRIPTION PRICE AMOUNT

TOTAL PURCHASES  
G.S.T.A.S.T.  
P.S.T.  
TOTAL

AB 000001

92-09 8 1/2 x 7 5/8

RECYCLABLE

THIS INVOICE FITS STANDARD 8 1/2 X 11 WINDOW ENVELOPES, ALSO KIVA WINDOW ENVELOPES

COMPANY NAME  
ADDRESS  
ADDRESS  
ADDRESS

INVOICE AB 000001

DATE  
20

PHONE NO.  
YOUR ORDER NO.

QUANTITY DESCRIPTION PRICE AMOUNT

TOTAL PURCHASES  
G.S.T.A.S.T.  
P.S.T.  
TOTAL

AB 000001

92-12 8 1/2 x 11 5/8

RECYCLABLE

THIS INVOICE FITS STANDARD 8 1/2 X 11 WINDOW ENVELOPES, ALSO KIVA WINDOW ENVELOPES

COMPANY NAME  
ADDRESS  
ADDRESS  
ADDRESS

INVOICE AB 000001

DATE  
20

PHONE NO.  
YOUR ORDER NO.

QUANTITY DESCRIPTION PRICE AMOUNT

TOTAL PURCHASES  
G.S.T.A.S.T.  
P.S.T.  
TOTAL

AB 000001

92-07 8 1/2 x 7 5/8



## Receipts

**90-15** 7 x 8 3/8 ~ available 1,2 or 3 up

COMPANY NAME  
ADDRESS  
ADDRESS  
Date \_\_\_\_\_ 20\_\_\_\_

RECEIVED FROM \_\_\_\_\_ \$ \_\_\_\_\_  
DOLLARS

FOR \_\_\_\_\_

ACCOUNT BALANCE		<input type="checkbox"/> CASH
THIS PAYMENT		<input type="checkbox"/> CHEQUE
BALANCE DUE		<input type="checkbox"/> DEBIT CARD
		<input type="checkbox"/> MONEY ORDER
		<input type="checkbox"/> CHARGE CARD

BY \_\_\_\_\_

## Memos

**90-04** 8 1/2 x 8 5/8

COMPANY NAME  
ADDRESS  
ADDRESS

FROM \_\_\_\_\_ REPLY: URGENT ☐ AS SOON AS POSSIBLE ☐

TO \_\_\_\_\_ DATE \_\_\_\_\_ 20\_\_\_\_

SUBJECT \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

MESSAGE

REPLY FROM \_\_\_\_\_ REPLY DATE \_\_\_\_\_

SENDER KEEP PINK MEMO RESPONDENT RETURN YELLOW

## Statements

**91-01** 5 2/3 x 9 1/8

COMPANY NAME  
ADDRESS  
ADDRESS  
DATE \_\_\_\_\_

STATEMENT

TO \_\_\_\_\_

AMOUNT PAID \$ \_\_\_\_\_

DATE	ITEM	CHARGES	CREDITS	BALANCE
BALANCE FORWARD				

ON ACCOUNT WITH COMPANY NAME HERE

## Purchase Orders

**93-01** 5 2/3 x 9 1/8

COMPANY NAME  
ADDRESS  
ADDRESS

AB 000001  
PURCHASE ORDER

ORDER DATE \_\_\_\_\_  
DATE REQUESTED \_\_\_\_\_  
SHIP VIA \_\_\_\_\_

TO: \_\_\_\_\_

QUANTITY	DESCRIPTION	PRICE	AMOUNT

**93-02** 8 1/2 x 7 5/8

COMPANY NAME  
ADDRESS  
ADDRESS

PURCHASE ORDER AB 000001

DATE OF ORDER \_\_\_\_\_ 20\_\_\_\_

SHIP TO \_\_\_\_\_

DATE REQUESTED	SHIP VIA	F.O.B.	TERMS	QUANTITY	DESCRIPTION	UNIT PRICE	UNIT	AMOUNT

PLEASE LET US KNOW RIGHT AWAY IF YOU ARE UNABLE TO SUPPLY ANY OF THE ABOVE WHEN AND HOW SPECIFIED.

AUTHORIZED SIGNATURE \_\_\_\_\_





## Guest Checks

**83-17** 3 1/2 x 8 3/8

**83-26** 3 1/2 x 5 7/8

**83-28** 3 1/2 x 8 5/8

**84-28** 4 1/4 x 8 3/8

**84-20** 4 1/4 x 8 3/8

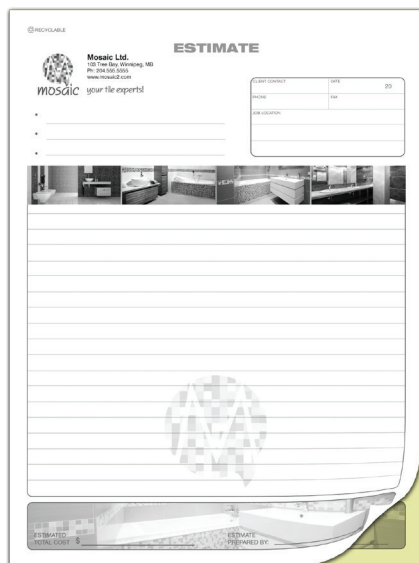
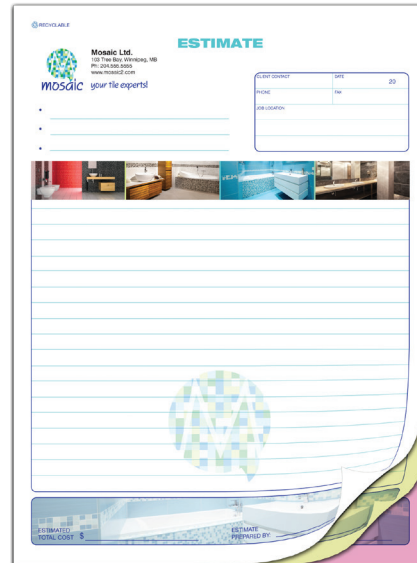
## Gift Certificates

**97-01** 3 1/2 x 8 3/8

# Digital NCR

## Full Colour Digital NCR

- Full colour on all parts
- Variable numbering and data
- Only available in 2 part (W/C) or 3 part (W/C/P) Heavyweight NCR
- Numbering in any colour
- Limited sizes available
- Low quantities



## B&W Digital NCR

- Black Colour
- Variable numbering and data
- Only available in 2 part (W/C) or 3 part (W/C/P) Heavyweight NCR
- Numbering in black only
- Limited sizes available
- Quantities as low as 20 sets

# Features

## Booking

Stapled or perfect bound  
for smooth finish



## Covers

Can be printed black  
or full digital colour  
Front & back

**number** them!

Form numbers within each book  
Consecutive/Static/Barcode



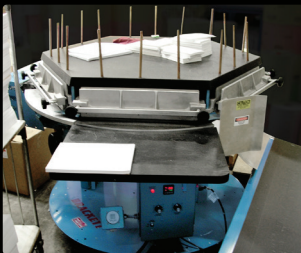
on the **go?**

Keep them together  
in convenient

**Aluminum Holders**

## Our Bindery Equipment

Circular padder



Cutter



Shrinkwrapper



Perfect binder



☐ Quotation ☐ New Order ☐ Change Repeat ☐ Exact Repeat ..... (previous DKT #)

**Date:** ..... (Dealer name) (Customer name)

**Ship to:** ☐ Dealer ☐ Customer

**Customer Info:** Name ..... Ph ..... Contact .....

Address ..... City ..... Prov ..... P.C. ....

## Product Information

Qty ..... No of Parts ..... ☐ NCR ☐ BOND

**1st Colour** Standard inks: ☐ Black ☐ Reflex Blue ☐ Process Blue ☐ 287 Blue ☐ 347 Green ☐ 186 Red ☐ 220 Burgundy ☐ 168 Brown  
or ☐ PMS ..... **2nd Colour** ☐ 186 Red or ☐ PMS ..... **3rd Colour** ☐ PMS .....

**4th Colour** ☐ PMS ..... **Backprint** ☐ No ☐ Yes, standard 416 Grey or ☐ PMS .....

Size (including stubs) W ..... L ..... Stub Pos ☐ Top ☐ Bottom ☐ Both **or** ☐ Left ☐ Right ☐ Both

Paper sequence ☐ Standard (W/P - W/C/P - W/C/GROD/P) ☐ Other .....

Blockouts ☐ No ☐ Yes, part(s) ..... number of blockouts .....

Numbering ☐ No ☐ Yes, start ..... numbering position .....

Punching ☐ No ☐ Yes, # of holes ..... holes position .....

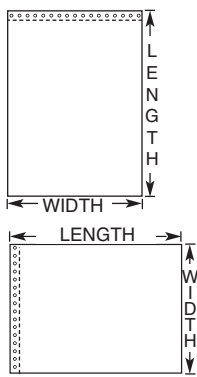
Part-to-part changes on copy ☐ No ☐ Yes (explain below) Extra perfs ☐ No ☐ Yes (explain below)

Shrinkwrap ☐ No ☐ Yes, # per package ..... Kleenstick ☐ No ☐ Yes (explain below)

Booking ☐ No ☐ Yes, # of sets per books ☐ 25 ☐ 50 ☐ Other ..... Any parts stay in book .....

Printed covers ☐ No ☐ Yes: ☐ B/W ☐ Full colour ☐ Front ☐ Back ☐ Supplied  
☐ Manila ☐ White

Pts	Paper weight & colour	Designations	Pos.	Extra perfs at	Ink colours front	Ink colours back
1						
2						
3						
4						
5						
6						
7						



**Special Instructions:** .....

## Order details

Art required ☐ No ☐ Yes Art supplied via: ☐ Email ☐ Hard copy

Proof required ☐ No ☐ Yes:

Proof type ☐ Email ..... ☐ Fax ..... ☐ Hard Copy