



A Looseleaf Corporation Minute Book Flexible design allows sheets to be removed or locked into bound book. Three rectangular posts, 8¼" outside centers. Leather-like covers. Unnumbered pages.

ID No.	Pages	Sheet Size W × H	Cover	Unit	Price
1 WLJ-0395-31	125	8½ × 14	Black	EA	268.64
2 WLJ-0395-11	125	8½ × 11	Black	EA	221.74
3 WLJ-0396-11	125	8½ × 11	Red	EA	221.74

B Binder for Corporation Minutes High-quality minute books protect confidential information. Hand bound imitation leather with gold tooled covers and spines. Locking mechanism opens front and back covers by means of "short-pull" rods. Holds 250 sheets, not included.

ID No.	Capacity	Sheet Size	Color	Unit	Price
4 WLJ-396-11	2"	11 × 8½	Red	EA	169.41

C Minute Book Refill Ledger Sheets Archival quality, 28-lb. acid-free paper won't discolor or deteriorate.

ID No.	Size	Paper Color	Qty.	Unit	Price
5 WLJ-901-10	11" × 8½"	Ivory	100	BX	72.00
6 WLJ-903-10	11" × 8½"	White	100	BX	56.00
7 WLJ-901-30	14" × 8½"	Ivory	100	BX	91.00



D Bookkeeping Record The perfect cash record keeping system for small and home-based businesses. Calendar of important dates and record of cash received and paid out, net profit and net worth. Includes payroll section for up to six employees. 4" columns. Wirebound vinyl cover. Undated. Unnumbered pages.

ID No.	Pages	Sheet Size W × H	Cover	Unit	Price
8 DOM-600 *	128	8½ × 11	Brown	EA	13.17
9 DOM-612 *	128	8½ × 11	Tan	EA	13.17

* Paper contains 10% post-consumer content. Cover contains 100% post-consumer recycled content.

E Payroll Record Designed to simplify payroll record keeping. Book features a weekly format with monthly, quarterly and yearly summaries. Seven columns for deductions. Includes Calendar of Tax Form Due Dates, Schedule of Payroll Deposits. Undated. Unnumbered pages.

ID No.	Pages	Sheet Size W × H	Cover	Unit	Price
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Single Entry System—Features single entry system so names, figures and words are not duplicated throughout the year. Plus double-page spread holds employee's record for the entire year.

10 DOM-650 *	128	8½ × 11	Blue	EA	13.17
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Perforated Pages

11 DOM-710	128	7 × 10	Blue	EA	9.06
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F Budget Book A simple, easy way to record and review all income and expenses—including credit card expenditures! Perfect for any small and home-based business. Detailed tracking on a monthly basis, with a yearly summary for each category. Dedicated additional pages for recording, Home/Auto/Medical/Dental/Charitable Contributions, Life Insurance policies, Investment Portfolio, Net Worth and more. Wirebound with vinyl cover.

ID No.	Pages	Sheet Size W × H	Cover	Unit	Price
12 EKO-BB10	56	7 × 10	Aqua	EA	7.29

G Wirebound Check Register Accounting System A combination checkbook and expense distribution journal. Eliminates check stub records and hand copying data into a separate journal, cutting rewrite time as much as 70%. Useful in computerized accounting as data entry or backup documentation. You can use your own checks. Simply record into check register.

ID No.	Form Size	Columns	Entries/Page	Form Qty.	Unit	Price
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Form A—Right page has check register form; left page has three columns for supplementary description and itemized details. No distribution columns. Right to left work flow.

13 EKO-A *	10 × 8¼	0	25	40	EA	13.35
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Forms DD and E20—Distribution columns on left page; Check Entries, Deposits, Bank Balances on the right. Distribution column heads are blank, need to be worded on first page only—remove perforated top strips on following pages to expose headings.

14 EKO-DD *	10 × 8¼	10	25	40	EA	13.35
15 EKO-E20 *	14¼ × 8¼	20	25	40	EA	18.79

Form R—Single page form, left and right hand pages the same. Check Register and Bank Account form only—no distribution columns or itemization details.

16 EKO-R *	10 × 8¼	0	25	40	EA	12.55
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* Contains 10% total recycled content.

