



MAIL BOXES ETC.®
#PeoplePossible

Simple tips to find the perfect type of form for your business.

Finding a printed form that suits your business comes down to what you will use it for, and how the information is stored after completion.

NCR (No Carbon Required) Book/Pad

NCR forms come in A3, A4 or A5 sizes

NCR books or pads are generally used for receipts, invoices, purchase orders and the like, but can also be designed into any format that you require.

The beauty of an NCR book is their ability to duplicate, triplicate or quadruplicate information using their 'No Carbon Required' paper technology. This is ideal when more than one copy of a form is required. A fold-in writing board is included in the book or pad so as to not go through more than one 'set' of forms at a time.

Generally, all but one page in the set are perforated for ease of removal and filing and the last page remains in the book. Each page of the replicated form is coloured differently for ease of identification.



Consecutive numbering can be added in red to NCR forms.

NCR forms are printed in a single colour.

Customised Form Pad or Stand-alone

Forms can be customised to any size

If you require more colour or greater creative control for your forms, customised pads may be the solution for your business.

Customised forms are exactly that, customisable. Designed with your brand in mind, they can incorporate your colour palette, include your logo, and any regulatory information, along with the finer details required on the form. If you require a tear-away portion of your form, this can easily be done with a perforation.

You can also have stand-alone, multi-page forms if there's too much information for a single page. The options are endless!

For further information and advice, contact your local MBE store.

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Let's make business happen!