INCLUDED FORMS IN ACT CONTRACTORS FORMS SOFTWARE FOR VIRGINIA ROOFING CONTRACTORS (77 & 35 Optional Forms)

NOTE: All of these forms (EXCEPT OPTIONAL FORMS) are included in the FULL VERSION of ACT Contractors Forms SOFTWARE (FODR3VA). Most of these forms are available as custom printed 2-part paper forms (minimum 50 each form) and some of these forms are available as FILLABLE PDF Forms....PRICE LIST FOR SOFTWARE is on the last pages

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SECTION A. BIDS FOLDER (11 FORMS)

- ✱ BP1- BID PROPOSAL FORM USED FOR ANY TYPE OF BID SINCE IT HAS NO BUILT-IN SPECIFICATIONS
- BP2- BID PROPOSAL FORM USED WHEN YOU ARE A SUBCONTRACTOR
- IPS- INSPECTION PHOTO SHEET USED TO PLACE PHOTOS ON THE FORM IN PRE-DESIGNED FRAMES
- JRS- JOB REFERENCES SHEET USED TO DETAIL YOUR JOB REFERENCES HISTORY TO POTENTIAL CUSTOMERS
- PSH- PLAN SHEET WITH GRID FOR DRAWING JOB DETAILS
- ✱ RBP- MULTIPAGE ROOFING BID FORM WITH CHECK BOXES FOR COMMON ROOFING SPECS… IMPRESSIVE AND CLEAR TO THE CUSTOMER… HELPS SELL MORE JOBS!
- RBPF- MULTIPAGE ROOFING BID FORM FOR FLAT ROOFS
- RE1- ROOFING ESTIMATE INPUT XACTIMATE OR OTHER CATEGORIES HERE
- RE1L- SAME AS RE1 EXCEPT IT IS ONE PAGE LEGAL SIZE
- RFB- REQUEST FOR BID FORM USED TO REQUEST A BID PRICE FROM SUBCONTRACTORS
- RFM- REQUEST FOR MATERIAL PRICES FORM USED TO REQUEST PRICES FOR MATERIALS FROM A SUPPLIER

SECTION B. BILLING FOLDER (6 FORMS)

- INV- CONTRACT INVOICE USED WHEN CHANGE ORDERS NEED TO BE ACCOUNTED FOR
- ✱ INV2- STANDARD CONSTRUCTION INVOICE
- INVR- CONTRACT INVOICE USED WHEN THE JOB INCLUDES A RETAINAGE HELD BACK FROM EACH INVOICE
- REC- CONTRACTORS RECEIPT OF PAYMENT
- STM- CONTRACTORS STATEMENT OF PAYMENTS MADE AND AMOUNTS DUE FROM INVOICES
- T&M- TIME AND MATERIAL INVOICE

Forget expensive subscriptions... You can add digital signatures on any form with our software before emailing.

SECTION C. CHANGE ORDER FOLDER (7 FORMS)

- ✱ CO1- CHANGE ORDER FORM USED FOR CONTRACT CHANGES INITIATED EITHER BY THE CONTRACTOR OR BY THE PROPERTY OWNER WHERE PRICE CAN GO UP, GO DOWN, OR STAY THE SAME.
- CO2- EXTRA WORK ORDER FORM USED FOR CONTRACT CHANGES INITIATED EITHER BY THE CONTRACTOR OR BY THE PROPERTY OWNER AND USED ONLY WHEN THERE IS EXTRA WORK INVOLVED AND THE CONTRACT PRICE IS INCREASED
- CO3- CHANGE ORDER FORM USED FOR CONTRACT CHANGES INITIATED BY THE GENERAL CONTRACTOR TO YOU, ACTING AS A SUBCONTRACTOR ON THE JOB WHERE PRICE CAN GO UP, DOWN, OR STAY THE SAME.

✱ **INDICATES ONE OF THE 15 FORMS THAT ARE INCLUDED IN THE BASIC FODR3CA SOFTWARE**

* CO4- EXTRA WORK ORDER FORM USED FOR CONTRACT CHANGES INITIATED BY THE GENERAL CONTRACTOR TO YOU, ACTING AS A SUBCONTRACTOR ON THE JOB AND USED ONLY WHEN THERE IS EXTRA WORK INVOLVED AND THE CONTRACT PRICE IS INCREASED
- CO5- CHANGE ORDER FORM USED FOR CONTRACT CHANGES INITIATED BY YOU, THE CONTRACTOR, TO ONE OF YOUR SUBCONTRACTORS ON THE JOB WHERE PRICE CAN GO UP, GO DOWN, OR STAY THE SAME.
- CO6- EXTRA WORK ORDER FORM USED FOR CONTRACT CHANGES INITIATED BY YOU, THE CONTRACTOR, TO ONE OF YOUR SUBCONTRACTORS ON THE JOB AND USED ONLY WHEN THERE IS EXTRA WORK INVOLVED AND THE CONTRACT PRICE IS INCREASED
- COL- CHANGE ORDER LOG FORM USED BY YOU TO KEEP TRACK OF THE CHANGE ORDERS ISSUED ON THE JOB

SECTION D. CONTRACTS FOLDER (21 FORMS IN THE MAIN FOLDER AND THREE SUB FOLDERS)

SECTION D1. COMMERCIAL & NEW CONSTRUCTION CONTRACTS SUB-FOLDER (3 FORMS)

- COW- COST OF WORK ADDENDUM TO A TIME AND MATERIAL CONTRACT DETAILING WHAT WILL BE BILLED
* RC1- COMMERCIAL ROOFING CONTRACT FOR NON-RESIDENTIAL HOME IMPROVEMENT USES
- RC5- COMMERCIAL ROOFING CONTRACT FOR TIME AND MATERIAL JOBS ... MUST BE USED WITH COW COST OF WORK ADDENDUM FORM

SECTION D2. HOME IMPROVEMENT CONTRACTS SUB-FOLDER (6 FORMS)

- HIP- RESIDENTIAL HOME IMPROVEMENT PROPOSAL/CONTRACT USED WHEN THE CONTRACT IS SIGNED IN HOME AND IS MORE APPROPRIATE FOR SIMPLER HOME IMPROVEMENT JOBS LIKE SIDING AND WINDOW REPLACEMENT, ETC. WHEN PROPERTY LINES, PERMITS, AND OTHER CONDITIONS DO NOT APPLY
* RC3- RESIDENTIAL ROOFING CONTRACT FOR RESIDENTIAL HOME IMPROVEMENT WORK WHEN THE CONTRACT IS SIGNED IN HOME
- RC3_LEGAL- SAME AS RC3 EXCEPT ON LEGAL PAPER TO GIVE YOU MORE WRITING ROOM
- RC6- RESIDENTIAL ROOFING CONTRACT FOR RESIDENTIAL HOME IMPROVEMENT TIME AND MATERIAL JOBS WHEN THE CONTRACT IS SIGNED IN HOME ... MUST BE USED WITH COW ADDENDUM FORM
- RPC- RESIDENTIAL ROOFING PROPOSAL/CONTRACT FOR RESIDENTIAL HOME IMPROVEMENT WORK WHEN THE CONTRACT IS SIGNED IN HOME
* VAD- MANDATORY VA CONSUMER PROTECTION STATEMENT PER §18 VAC 50-22-260-B-9

SECTION D3. NOTICE OF CANCELLATION SUB-FOLDER (3 FORMS)

- CN1 & CNW- 3 COPIES OF THE NOTICE OF CANCELLATION FORM AND ONE COPY OF THE WAIVER OF THE THREE DAY RIGHT TO CANCEL TOGETHER IN ONE FORM
* CN1- THREE DAY RIGHT TO CANCEL NOTICE TO BE GIVEN IN DUPLICATE TO THE CUSTOMER ONLY ON HOME IMPROVEMENT JOBS SIGNED IN- HOME. (2 VERSIONS)
- CNW- WAIVER OF THE 3 DAY RIGHT TO CANCEL A HOME IMPROVEMENT CONTRACT SIGNED IN HOME IN CASE OF AN EMERGENCY

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SECTION D4. MAIN CONTRACT FOLDER (9 FORMS)

- CPS- CONTRACT PAYMENT SCHEDULE USED WHEN THERE ARE MANY PROGRESS PAYMENTS ON THE JOB AND WHEN THERE ARE RETENTIONS
- CPS2- CONTRACT PAYMENT SCHEDULE USED WHEN THERE ARE MANY PROGRESS PAYMENTS ON THE JOB AND WHEN THERE ARE NO RETENTIONS
- * CS1- CONTINUATION SHEET USED WHEN THERE IS NOT ENOUGH ROOM ON ANY FORM... PARTICULARLY SPECIFICATIONS ON A CONTRACT
- CS1_LONG- SAME AS CS1 EXCEPT IS LEGAL SIZE FOR MORE WRITING ROOM
- HAZ- HAZARDOUS MATERIALS HOLD HARMLESS AGREEMENT USED WHEN THERE MIGHT BE HAZARDOUS MATERIALS ON THE JOB THAT THE CONTRACTOR WILL NOT BE RESPONSIBLE FOR
- HHR- HOLD HARMLESS FROM RECOMMENDATIONS FORM USED WHEN YOU RECOMMEND ADDITIONAL WORK OR A COURSE OF ACTION THAT THE HOMEOWNER DOES NOT WANT TO FOLLOW
- JCA- JOINT CONTROL ADDENDUM TO BE ADDED TO A CONTRACT CALLING FOR FUNDING CONTROL
- MLI- LIST OF MATERIAL SUPPLIERS ON THE PROJECT
- SLI- LIST OF SUBCONTRACTORS ON THE PROJECT

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SECTION E. LIEN RELEASE FORMS FOLDER (6 FORMS)

- * CLR- CONDITIONAL LIEN RELEASE FORM AND COMPLETION CERTIFICATE UPON FINAL PAYMENT... USED WHEN PAID BY CHECK SO THAT THE LIEN RELEASE IS CONTINGENT UPON THE CHECK BEING GOOD... USED AT THE TIME OF FINAL PAYMENT AND INCLUDES A JOB COMPLETION STATEMENT
- * CLRP- CONDITIONAL LIEN RELEASE FORM UPON A PROGRESS PAYMENT... USED WHEN PAID BY CHECK SO THAT THE LIEN RELEASE IS CONTINGENT UPON THE CHECK BEING GOOD... USED AT THE TIME OF ANY PROGRESS PAYMENT
- * COM- COMPLETION CERTIFICATE USED AT THE JOB COMPLETION AND USED TO GET A SIGNATURE FROM THE CUSTOMER THAT THE JOB IS COMPLETED AND THAT THEY ARE SATISFIED WITH THE WORK
- * LLR- LABOR LIEN RELEASE FORM USED TO GET LIEN RELEASES FROM THE INDIVIDUAL WORKERS ON THE JOB
- ULR- UNCONDITIONAL LIEN RELEASE FORM AND COMPLETION CERTIFICATE UPON FINAL PAYMENT... THIS LIEN RELEASE IS GOOD AT THE TIME OF SIGNING AND IS NOT DEPENDENT ON THE FUNDS BEING RELEASED TO THE CONTRACTOR... USED AT THE TIME OF FINAL PAYMENT AND INCLUDES A JOB COMPLETION STATEMENT
- ULRP- UNCONDITIONAL LIEN RELEASE FORM AND COMPLETION CERTIFICATE UPON A PROGRESS PAYMENT... THIS LIEN RELEASE IS GOOD AT THE TIME OF SIGNING AND IS NOT DEPENDENT ON THE FUNDS BEING RELEASED TO THE CONTRACTOR... USED AT THE TIME OF ANY PROGRESS PAYMENT

SECTION F. MISCELLANEOUS BUSINESS FORMS FOLDER (12 FORMS)

- #10 MATCHING ENVELOPE- ...#10 SIZE ENVELOPE THAT MATCHES ALL THE OTHER PAPERWORK
- CCA- CREDIT CARD AUTHORIZATION
- DR1- SIMPLE DAILY REPORT ON JOB MATERIALS, SUBCONTRACTOR WORK DONE, WORK DONE BY YOUR EMPLOYEES, EQUIPMENT RENTED, AND GENERAL JOB NOTES AS WELL AS ANY CHANGE ORDERS
- FAX- FAX TRANSMITTAL COVER SHEET THAT MATCHES YOUR OTHER PAPERWORK

- LTH- MATCHING LETTERHEAD ... LETTERHEAD THAT MATCHES YOUR OTHER PAPERWORK
- MEM- CONSTRUCTION MEMORANDUM FORM USED TO DOCUMENT CONVERSATIONS OR OTHER JOB RELATED COMMUNICATIONS
- PO1- PURCHASE ORDER FORM USED TO DOCUMENT ORDERS FOR MATERIALS AND EQUIPMENT
- RFI- REQUEST FOR INFORMATION FORM USED TO NOTIFY PROJECT PARTNERS THAT YOU ARE HAVING A PROBLEM AND CANNOT PROCEED UNTIL YOU GET CLARIFICATION/FURTHER INSTRUCTIONS FROM THEM
- RFT- REQUEST FOR TECHNICAL INSTRUCTIONS FORM USED WHEN A COMPONENT OF A PROJECT PARTNERS CONTRIBUTION TO THE JOB CANNOT BE PERFORMED AS DETAILED IN THE PLANS AND SPECIFICATIONS AND FURTHER WRITTEN INSTRUCTIONS MUST BE GIVEN BEFORE PROCEEDING... THIS FORM ALSO MAKES THE PROJECT PARTNER AWARE THAT YOU ARE INCURRING DAMAGE DELAYS BECAUSE OF THIS AND MAY ASK FOR COMPENSATION
- SUB- SUBMITTAL FORM USED WHEN SUBMITTING SAMPLES OR ALTERNATE MATERIALS/TECHNIQUES THAT MUST BE APPROVED
- TRN- TRANSMITTAL FORM USED FOR TRANSMITTING CONSTRUCTION DOCUMENTS AND/OR SAMPLES TO ANOTHER PARTY
- WTS- WEEKLY TIME SHEET USED TO DOCUMENT THE TIME SPENT BY AN EMPLOYEE OVER A WEEK ON VARIOUS JOBS AND PROJECTS AND INCLUDES A TABLE OF JOB CODES

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SECTION G. MISCELLANEOUS ROOFING FORMS (5 FORMS)

- CERT- ROOF CERTIFICATION FORM USED TO CERTIFY ROOFS AS BEING FREE OF LEAKS FOR A DESIGNATED PERIOD OF TIME... MEETS FHA REQUIREMENTS AND LIMITS LIABILITY
- LRI- LOW SLOPE ROOF INSPECTION FORM USED FOR DOCUMENTING THE INSPECTION OF A LOW SLOPE ROOF INCLUDING PHOTOS & ROOFING SERVICES NEEDED TO CORRECT PROBLEMS & MAINTAIN THE ROOF
- PR1- PRE-ROOFING INSPECTION FORM USED TO DOCUMENT CONDITIONS AND PROBLEMS ON THE JOB SITE BEFORE ANY WORK IS DONE SO CONTRACTOR IS NOT HELD RESPONSIBLE
- RIP- ROOF INSPECTION FORM- SIMPLE ROOF INSPECTION FORM USED TO DOCUMENT FINDINGS OF ANY ROOF INSPECTION AND TO GIVE AN OPINION OF THE LIFE EXPECTANCY OF THE ROOF
- RRO- ROOF REPAIR ORDER USED FOR SIMPLE ROOF REPAIRS AS A WORK ORDER/ INVOICE/ RECEIPT

SECTION H. PRE-LIEN-LIEN FOLDER (2 FORMS)

- VANLA- VA NOTICE TO MECHANICS LIEN AGENT AND OWNER AGENT PER VA CODE SEC. 43-4.01 AND 43-11
- VAT- VA TRANSMITTAL LETTER FOR NOTICE TO MECHANICS LIEN AGENT AND OWNER AGENT

SECTION I. SUBCONTRACTORS FOLDER (5 FORMS)

- BC1- BACK CHARGE NOTICE FORM USED TO NOTIFY SUBCONTRACTORS THAT THEY WILL OR THAT THEY HAVE CAUSED THE CONTRACTOR TO BE DAMAGED AND THE AMOUNT AND DESCRIPTION OF THIS DAMAGE
- NTP- NOTICE TO PERFORM USED TO NOTIFY SUBCONTRACTORS OF THEIR FAILINGS ON THE JOB AND TO DEMAND CORRECTION WITHIN A SPECIFIC PERIOD OF TIME OR FACE A BACK CHARGE AND/OR GENERAL DAMAGES TO THE CONTRACTOR THAT THE SUBCONTRACTOR WILL BE LIABLE FOR

- SC1- SUBCONTRACT AGREEMENT USED BETWEEN THE CONTRACTOR AND ANOTHER CONTRACTOR WHO WILL BE DOING WORK ON A PROJECT OF THE CONTRACTOR'S AND WHO IS THEREFORE A SUBCONTRACTOR OF THE CONTRACTOR
* - SC2- SUBCONTRACT AGREEMENT SAME AS FORM SC1, THAT INCLUDES AN INDEMNITY CLAUSE OF THE TYPE REQUIRED BY MANY COMMERCIAL LIABILITY COMPANIES TO BE USED BY THEIR INSURED IN AGREEMENTS WITH THE INSURED CONTRACTOR'S SUBCONTRACTORS
- RSC- ROOFING SUBCONTRACT FORM USED AS AN AGREEMENT BETWEEN YOUR COMPANY AND ANOTHER CONTRACTOR... USUALLY A GENERAL CONTRACTOR OR BUILDER... WHOM YOU ARE SUBCONTRACTING WORK FROM

SECTION J. WARRANTY FOLDER (2 FORMS)

- CWC1- LIMITED LABOR WARRANTY FOR ROOFING WORKMANSHIP IN CERTIFICATE FORMAT
* - WC1- LIMITED LABOR WARRANTY FOR ROOFING WORKMANSHIP IN STANDARD FORMAT

OPTIONAL MARKETING ADD-ON (12 FORMS NOT AVAILABLE PRINTED OR PDF- ONLY SOFTWARE)

- MARKETING DOOR HANGER TEMPLATE- ...USED AS A MARKETING TOOL TO GET LEADS AND SELL JOBS
- SORRY WE MISSED YOU DOOR HANGER TEMPLATE- USED WHEN AN APPOINTMENT IS MISSED
- EIF- Roofing CONTRACTOR INFORMATION LABEL USED TO KEEP YOUR COMPANY INFORMATION HANDY FOR YOUR CUSTOMERS AND TO GET REPEAT BUSINESS FROM YOUR CUSTOMERS AND REFERRALS
- MATCHING ROOFING BROCHURE TEMPLATE
- MATCHING ADDRESS LABEL
- MATCHING ROOFING ADVERTISEMENT
- MATCHING ROOFING BUSINESS CARD
- MATCHING #10 ENVELOPE
- MATCHING ROOFING FLYER
- MATCHING LETTERHEAD
- LOGO
- MATCHING ROOFING POSTER

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SECTION K. OPTIONAL INDEPENDENT CONTRACTOR ADD-ON (5 FORMS)

- RC2- COMMERCIAL ROOFING CONTRACT FOR NON-RESIDENTIAL HOME IMPROVEMENT USES AND WHEN A SALESMAN WILL BE SIGNING THE CONTRACT AS AN AGENT FOR THE CONTRACTOR
- RC4- RESIDENTIAL ROOFING CONTRACT FOR RESIDENTIAL HOME IMPROVEMENT WORK WHEN THE CONTRACT IS SIGNED IN HOME AND WHEN A SALESMAN WILL BE SIGNING THE CONTRACT AS AN AGENT FOR THE CONTRACTOR
- RC4I- INSURANCE RESTORATION ROOFING CONTRACT FOR RESIDENTIAL ROOFING PAID BY INSURANCE PROCEEDS AND FOR CONTRACTS SIGNED BY SALESPERSONS ON BEHALF OF THE COMPANY
- SALESPERSON AGREEMENT TO DESIGNATE TERMS AND CONDITIONS YOU WILL REQUIRE OF ANY SALESPERSONS WHO DO ESTIMATION, CLOSING FOR YOUR COMPANY. DESIGNATES THE TERMS TO MAKE THE SALESPERSON AN INDEPENDENT CONTRACTOR.

- SUBCONTRACTOR AGREEMENT TO DESIGNATE TERMS AND CONDITIONS YOU WILL REQUIRE OF ANY SUB-CONTRACTOR WHO DOES WORK FOR YOUR COMPANY. THIS IS A "BLANKET" AGREEMENT. DESIGNATES THE TERMS TO MAKE THE SUBCONTRACTOR AN INDEPENDENT CONTRACTOR.

SECTION L. OPTIONAL INSURANCE RESTORATION ADD-ON (18 FORMS)

- AOI- AUTHORIZATION OF INSURED FORM USED AS A CONTINGENCY AGREEMENT WITH THE INSURED BE-FORE A LEGAL CONTRACT CAN BE SIGNED... ALWAYS FOLLOW UP WITH A CONTRACT AFTER THE CLAIM IS SETTLED... THIS VERSION DOES NOT HAVE ANY CLAUSE THAT ALLOWS THE CUSTOMER TO CANCEL
- AOI-ALL- AUTHORIZATION OF INSURED FORM USED AS A CONTINGENCY AGREEMENT WITH THE INSURED BEFORE A LEGAL CONTRACT CAN BE SIGNED... ALWAYS FOLLOW UP WITH A CONTRACT AFTER THE CLAIM IS SETTLED... THIS VERSION HAS THE 3- DAY RIGHT TO CANCEL A HOME IMPROVEMENT CONTRACT SIGNED IN HOME CLAUSE AND THE CANCELLATION PENALTY CLAUSE
- AOIC- AUTHORIZATION OF INSURED FORM FOR COMMERCIAL JOBS USED AS A CONTINGENCY AGREEMENT WITH THE INSURED BEFORE A LEGAL CONTRACT CAN BE SIGNED... ALWAYS FOLLOW UP WITH A CONTRACT AFTER THE CLAIM IS SETTLED... THIS VERSION DOES NOT HAVE ANY CLAUSE THAT ALLOWS THE CUSTOMER TO CANCEL
- AOI-NC- AUTHORIZATION OF INSURED FORM USED AS A CONTINGENCY AGREEMENT WITH THE INSURED BEFORE A LEGAL CONTRACT CAN BE SIGNED... ALWAYS FOLLOW UP WITH A CONTRACT AFTER THE CLAIM IS SETTLED... THIS VERSION HAS THE 3- DAY RIGHT TO CANCEL A HOME IMPROVEMENT CONTRACT SIGNED IN HOME CLAUSE
- AOI-NC1- AUTHORIZATION OF INSURED FORM USED AS A CONTINGENCY AGREEMENT WITH THE INSURED BEFORE A LEGAL CONTRACT CAN BE SIGNED... ALWAYS FOLLOW UP WITH A CONTRACT AFTER THE CLAIM IS SETTLED... THIS VERSION HAS A CLAUSE THAT ALLOWS THE CUSTOMER TO CANCEL PROVIDED THEY PAY A CANCELLATION FEE ... VERY STRONG CLAUSE ABOUT CANCELLATION
- ARI- AUTHORIZATION TO RELEASE INFORMATION (MORTGAGE) 3 DIFFERENT VERSIONS USED TO GET JOINT CHECKS AND/OR DIRECT PAY FROM INSURANCE OR MORTGAGE AND CUSTOMER5. **THREE VERSIONS**
- BP1I- BID PROPOSAL FOR INSURANCE WORK WITH NO PRE-DEFINED SPECIFICATIONS
- DMA- AUTHORIZATION TO PERFORM DAMAGE MITIGATION SERVICES (BOARD-UP, TARPING, CONTENT RE-MOVING, ETC.) TO HELP PREVENT FURTHER DAMAGE TO THE PROPERTY OR CONTENTS
- FAC-FILING AN INSURANCE CLAIM INSTRUCTIONS
- INVD- INSURANCE DEPRECIATION INVOICE USED TO RECOVER ANY DEPRECIATION ALLOWED BY THE IN-SURANCE COMPANY AFTER THE RESTORATION IS COMPLETED
- PRS-RESTORATION SPECIFICATIONS AND PROCEEDS AND OUT OF POCKET BREAKDOWN
- RBPI- ROOFING BID PROPOSAL FORM FOR TYPICAL ROOFING JOBS AND HAS BUILT-IN SPECIFICATIONS ... USED FOR INSURANCE JOBS WHEN THE FINAL SCOPE OF WORK AND PRICING HAS NOT BEEN DETERMINED FROM THE INSURANCE COMPANY
- RC3I- INSURANCE RESIDENTIAL ROOFING CONTRACT (HOME IMPROVEMENT WORK)
- RROI- ROOFING REPAIR ORDER ... FOR SMALL ROOF REPAIRS USED FOR INSURANCE JOBS WHEN THE FINAL SCOPE OF WORK AND PRICING HAS NOT BEEN DETERMINED FROM THE INSURANCE COMPANY
- SUP1- INSURANCE CHANGE ORDER SUBMITTED TO THE INSURANCE COMPANY FOR SUPPLEMENTAL DAM-AGES DISCOVERED DURING THE COURSE OF THE WORK THAT WAS NOT INCLUDED IN THE ORIGINAL SET-TLEMENT

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CATALOG NUMBER	DESCRIPTION	PRICE
FODR3VA	ACT CONTRACTORS FORMS SOFTWARE for VIRGINIA ROOFING Contractors with ALL 75 forms shown above … We set-up your LOGO & Company Information ON EACH & EVERY FORM- A true "TURN-KEY" Form Solution	**$369.00**
FODRBVA	ACT CONTRACTORS FORMS SOFTWARE for VIRGINIA ROOFING Contractors with the 15 essential forms shown with a **BLUE** asterisk in the list above … We set-up your LOGO & Company Information ON ALL 15 FORMS- A "TURNKEY" Form Solution.	**$299.00**
FODR5VA	ACT CONTRACTORS FORMS SOFTWARE for VIRGINIA ROOFING Contractors with ANY 5 forms from the list shown above … We set-up your LOGO & Company Information ON ALL 5 Forms.	**$239.00**
OPTIONAL- Insurance Restoration Forms	OPTIONAL add on to FODR3VA or FODRBVA or FODR5VA and adds the 19 Insurance Restoration Forms listed above.	**$150.00**
OPTIONAL- Marketing Package	OPTIONAL add on to FODR3VA or FODRBVA or FODR5VA and adds the 12 MARKETING Templates listed above.	**$130.00**
OPTIONAL- Independent Contractor/Sales Package	OPTIONAL add on to FODR3VA or FODRBVA OR FODR5VA and adds the 2 Independent Contractors Agreements for Salespeople and Subs who will be 1099 compensated. And 3 Contracts for Salesperson who sign contracts for the Contractor.	**$175.00**
OPTIONAL- Remote Install & Tutorial	OPTIONAL Remote Installation and tutorial of how our Software works. We just need a broadband Internet connection.	**$150.00**
OPTIONAL- USB Install	OPTIONAL install from a USB Flash Drive if you do not have a disk drive on your computer but do have a USB port!	**$30.00**
OPTIONAL--Download	OPTIONAL RUSH orders... we prepare a download of the software with-in 12 hours after your approval of the layout **IF YOU NEED IT FAST!**	**$30.00**

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3. Fill out any form on your MS Windows computer or laptop (install software on both) or Apple Computer running Windows..
4. Print out Blank Forms for use in the field.
5. Print your own Carbonless Multi-Part Forms… we show you how.
6. Spell Check your text. Format text however you like.
7. Save copies to your hard drive for future reference and editing.
8. Draw simple diagrams and layouts.
9. Change the forms themselves… forms are not locked and are fully editable… make the form fit your business.
10. Change your phone number or anything else… No Problem!
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FORM SECTION (RED)	QTY. 50	QTY. 100	QTY. 250	QTY. 500	QTY. 1000
A, B, C, D3, D4, E, F	$55.00	$96.00	$200.00	$335.00	$480.00
D1, D2, G, H, I, K, L	$62.50	$116.00	$212.50	$360.00	$500.00

OPTIONAL SERVICES FOR PRINTED FORMS...

1. ADD A LOGO- $50 ONE-TIME SETUP CHARGE (all repeat orders done with no logo setup charge) Due to problems common when printing on Carbonless Paper, Color logos will be printed in gray-scale. The charge above includes printing your company information in text without a logo.

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FORM SECTION (RED)	PRICE FOR EACH FORM IN THE SECTION
B	$30.00
A, C, D3, D4, E, F	$35.00
D1, G, H, I, J	$40.00
D2 (Includes Cancellation Forms), L	$45.00
K	$40-$75

Note: Home Improvement Contracts in PDF format come with the Notice of Cancellation Form & the VIRGINIA Notices!

OPTIONAL SERVICES FOR PDF FORMS...

1. ADD YOUR COMPANY LOGO AND INFORMATION TO ANY PDF FORM… $35 EACH FORM
2. MAKE PDF COMPATIBLE WITH IPHONE AND IPAD… CALL FOR PRICING... OPTIONS INCLUDE SIGNATURE FIELDS (SIGN WITH FINGER OR STYLUS, DROP DOWNS WITH PRE-FILLED SPECS, AND MORE

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