

WILLIAMSON LAW BOOK COMPANY

790 Canning Parkway • Victor, New York 14564

TELEPHONE: (585) 924-3400

(To Place an Order): 1-800-733-9522

FAX: (585) 924-4153

MINUTE BOOKS - LOOSE LEAF

Minute Books are expertly crafted from the finest binding materials. They are full black imitation leather with nickel plated precision tooled metals. They are equipped with short pull rods at the front and back for easy access. These books can be permanently sealed.

ALL PAGES ARE PRESS NUMBERED. (UNLESS OTHERWISE REQUESTED)

Pages are 25% cotton paper and acid free for extended record life.

| | | |
|-----|---|----------|
| # 1 | Legal Size 14" x 8½" - 300 pages numbered <i>(cover has 500 page capacity)</i> . | |
| | Order Style No. 1 Complete..... | \$211.00 |
| | Style No. 1 Cover Only..... | \$187.00 |
| | A-Z index if desired..... | \$ 30.00 |
| # 2 | Legal Size 14" x 8½" - 300 pages numbered <i>(no extra capacity)</i> . | |
| | Order Style No. 2 Complete..... | \$210.00 |
| | Style No. 2 Cover Only..... | \$186.00 |
| | A-Z index if desired..... | \$ 30.00 |
| # 3 | Letter Size 11" x 8½" - 300 pages numbered <i>(no extra capacity)</i> . | |
| | Order Style No. 3 Complete..... | \$206.00 |
| | Style No. 3 Cover Only..... | \$158.00 |
| | A-Z index if desired..... | \$ 29.00 |
| # 4 | Letter Size 11" x 8½" - 300 pages numbered <i>(cover has 500 page capacity)</i> . | |
| | Order Style No. 4 Complete..... | \$207.00 |
| | Style No. 4 Cover Only..... | \$159.00 |
| | A-Z index if desired..... | \$ 29.00 |

EXTRA SHEETS ARE ALWAYS AVAILABLE.

EXTRA SHEETS: 14" x 8½" - **\$21.00** per 100 11" x 8½" - **\$20.00** per 100 **\$12.00** for numbering each 100 sheets

• *These Books Can Be Gold Lettered On The Spine Or Front Cover At An Additional Charge* •

GENERAL VILLAGE RECEIPTS

These receipts area available in a stock form for limited use or a SPECIAL GENERAL RECEIPT that is imprinted with the Village Name, address, etc. Both formats are pre-numbered.

Imprinted on Carbonless Paper

| | |
|------------------------------------|-----------------|
| 10 Books (500 Duplicate Receipts) | \$165.00 |
| 20 Books (1000 Duplicate Receipts) | \$210.00 |

THREE ON A SHEET - GENERAL RECEIPTS

Carbonless GENERAL RECEIPTS imprinted with your Village Name, Address & pre-numbered as desired. Spiral Bound Books.

| | | |
|--|---|--|
| 600 Receipts (4 books) - \$150.00 | 1200 Receipts (8 books) - \$248.00 | 2400 Receipts (16 books) - \$416.00 |
|--|---|--|

VILLAGE ELECTION SYSTEM

(Election Law 516)

10 Year Village Registration Cards

250 cards - **\$49.00** 500 cards - **\$84.00** 1000 cards - **\$112.00** 2000 up - **\$104.00** per 1000 cards

ABSENTEE VOTING SUPPLIES

(Election Law Sections 15-120 & 15-122)

| | | | | |
|--|----|------------------|-----|------------------|
| FORM 1 - Outside Envelopes - Size 12 | 50 | - \$25.00 | 100 | - \$40.00 |
| FORM 4 - Official Oath Envelopes - Size 11 | 50 | - \$38.00 | 100 | - \$58.00 |
| FORM 5 - Application for Absentee Ballot..... | 50 | - \$33.00 | 100 | - \$55.00 |
| NOW AVAILABLE: Form 4-DUO Official Oath Envelope with both English and Spanish on the same envelope..... | 50 | - \$38.00 | 100 | - \$58.00 |

The above forms are also supplied in lots of:

| | |
|--|------------------|
| 50 EACH - FORM 1, FORM 4 and FORM 5 | \$ 75.00 |
| 100 EACH - FORM 1, FORM 4 and FORM 5 | \$ 120.00 |

If you choose to have your Village Name imprinted on FORM 1 and FORM 4, the ADDITIONAL charge is:

LOTS OF 50 - **\$21.00** LOTS OF 100 - **\$35.00**

NEW EARLY VOTING OATH ENVELOPES

Form EVV-DUO - Oath Envelopes with Both English and Spanish

On the same envelope 50 - **\$38.00** 100 - **\$58.00**

OTHER ELECTION FORMS AVAILABLE

| | |
|--|---------------------------|
| FORM 6 - Village Independent Nominating Petition | 50 forms - \$10.00 |
| FORM 8 - Village Designating Petition..... | 50 forms - \$10.00 |
| FORM 639 - Distance Markers - \$12.00 per dozen | |
| FORM 546 - Certificate of Nomination - \$12.00 per dozen | |
| FORM 541½ - Notice to Persons Elected - \$12.00 per pad of fifty | |
| FORM 371 - Candidates Statement of Expenses - \$12.00 per pad of fifty. | |
| FORM 149 - Oath of Election of Officers Before Opening of Polls - \$12.00 per pad of fifty | |
| FORM 491 Kit - Election Inspector's Return and Statement of Canvas - \$13.50 per set. | |

OATH OF OFFICE REGISTER BOOK

Bound Record Book to show who was in office at any given time. 200 page book with index\$214.00

VILLAGE LEGAL FORMS

- | | | | |
|------------|---|------------|----------------------------------|
| 750 | - Assessor's Notice of Increase in Assessed Valuation | 495 | - Notice of Acceptance of Office |
| 618 | - Notice of Completion of Assessment Roll | 671 | - Notice of Annual Election |
| 619 | - Grievance Day Hearing on Assessments | 69 | - Oath of Office |
| 622 | - Tax Collection Notice (<i>To Be Posted</i>) | 420 | - Tax Sale Certificate |
| 620 | - Notice of Hearing on Proposed Budget | 621 | - Notice of Tax Sale |
| 295 | - Notice of Appointment to Fill Vacancy | | |

ABOVE IN PAD FORM - 50 PER PAD - \$12.00

TRANSCRIPTS

- 689-** Transcript of Marriage
- 698-** Transcript of Birth
- 131-** Transcript of Death

ABOVE FORMS - \$25.00 per 100

VILLAGE VOUCHERS

8½" X 11" or 8½" x 7" form used for claims against the village. It is printed with the Name and Address of the Village and includes certifications of the claimant and department head. Your choice of a variety of paper color is available.

| | | | |
|---------------|-----------------|-----------------|-----------------|
| 500 - \$91.00 | 1000 - \$175.00 | 2000 - \$260.00 | 5000 - \$515.00 |
|---------------|-----------------|-----------------|-----------------|

RECORD OF TORT CLAIMS

Loose leaf book for recording legal actions against village.

| | |
|---|--|
| 200 pages with a # 2977-S Binder\$84.00 | Extra Record of Tort Claim sheets - per 100\$33.00 |
|---|--|

METER READING POST CARDS

These cards enable your customers to read their own meters and return the readings to you to avoid estimated billings. This is a double post card with the meter reading portion addressed back to you. The other portion contains instructions on one side and an area to address the card to the customer on the other side.

1000 - **\$183.00** 2000 - **\$308.00**

WATER CUSTOMER'S LEDGER SHEETS

These sheets are for posting water service charges / credits, and keeping a complete record of customer's accounts. These sheets show date of meter reading or date charged, present and previous meter readings, amount of water consumed, charge for water used, service charges, miscellaneous charges, arrears or penalties, total billed, date paid and credits. Sheets are headed to be filed in post binders, either alphabetically or by customer's account number and show other important data records, owner, tenant, address for mailing, meter installation, etc.

Form W-100 - 9-1/4" x 11-7/8" Water Ledger Sheetsper 100 - \$ **33.00**
 Per 500**\$149.00** Per 1000.....**\$214.00**
 Sectional post binder # 2977-S - for 9-1/4" x 11-7/8" Water Ledger Sheets **\$ 51.00**
 26 division alphabetical index and dividers **\$ 28.00**

WATER METER READING SHEETS AND BOOKS

These sheets provide meter readings either quarterly or semi-annually. There are columns for date of reading, meter reading and amount consumed. Specially designed meter reading binders are provided, with covers opening flat for easy writing, telescoping posts for any capacity, covers securely lock to avoid accidental opening in use. Books disassemble quickly to facilitate office work when posting from meter books to ledger accounts.

Form WR-1, Form WR-2, Form WR-3 - Water Meter Reading Sheets.....per 100 - \$ **24.00**
 Per 500**\$95.00** Per 1000.....**\$157.00**
 Meter reading binders **\$ 99.00**

WILLIAMSON LAW BOOK COMPANY NOW OFFERS LASER FORMS

WATER - SEWER - ELECTRIC BILLING CARDS

Card is printed one side only.

| | | | | | |
|------------|-----------------|------------|-----------------|--------------|-----------------|
| 1000 | \$140.00 | 2000 | \$242.00 | 3000 | \$345.00 |
| 4000 | \$440.00 | 5000 | \$525.00 | 10,000 | \$900.00 |

THE ABOVE CARDS PRINTED WITH CODES ON THE BACK:

| | | | | | |
|------------|-----------------|------------|-----------------|-------------|------------------|
| 1000 | \$192.00 | 2000 | \$372.00 | 3000 | \$550.50 |
| 4000 | \$680.00 | 5000 | \$825.00 | 10,000..... | \$1550.00 |

DOUBLE WINDOW ENVELOPES

For Mailing Above Billing Cards

500 **\$80.00** 1000..... **\$145.00**

LASER PRINTER CHECKS

PAYROLL or ACCOUNT CHECKS - You choose the color for the "SECURITY PANTOGRAPH" on the front. The bank information and check numbers are printed in black ink. There is an "ORIGINAL DOCUMENT" security screen on the back along with an endorsement section.

500 checks - **\$125.00** 1000 checks - **\$172.00**

PAYROLL FORMS

- FORM 1006** - Our most popular payroll form that includes Civil Service Verificationper 100 - **\$44.00**
- FORM 1006-N** - (17" X 11") TRIPLICATE State prescribed form50 sets - **\$60.00**
- FORM 1008** - (11" x 8½") form used by Department Heads. Records hours and days worked.per 100 - **\$31.00**

CODE ENFORCEMENT APPEARANCE TICKETS

These are triplicate tickets, pre-numbered and printed to your specifications. They are issued by the code enforcement officer for violations against the building codes in your area.

500 sets**\$169.00** 1000 sets**\$230.00** 2000 sets**\$390.00**

LICENSES

Village Licenses, Junk Dealers Licenses and Junk Yard Licenses are spiral bound in books with stub. Licenses are perforated to be torn out.

Book of 25 Licenses**\$32.50** Book of 100 Licenses**\$69.00**

SAFETY PAPER

Basketweave Background on 24# paper - colors available - BLUE - GREEN - PINK - YELLOW

100 sheets - **\$19.00** 500 sheets - **\$61.00** 1000 sheets - **\$99.00**

"VOID" SAFETY PAPER

This paper has a prismatic pantograph background. The word "void" is a hidden feature. "Void" becomes visible when the paper is photocopied. It is sequentially press numbered on the back for ease in maintaining a log for State Comptroller audits or Law Enforcement investigations.

100 sheets - **\$30.00** 500 sheets - **\$92.00** 1000 sheets - **\$165.00**

ENVELOPES AND WINDOW ENVELOPES

| | | |
|--|------------|-----------------|
| ENVELOPES • #10 Legal Size - | 1000 | \$125.00 |
| WINDOW ENVELOPES • #9 or #10 Size - | 1000 | \$139.00 |

CUSTOM PURCHASE ORDERS

The Purchase Order System is a strongly recommended means of controlling all Village purchasing in a uniform and systematic manner. It is indispensable if encumbering accounts under the Double Entry Accounting System. All purchase orders are printed with the Name of your Village, Address and any special features desired. They are pre-numbered on carbonless paper.

| | <u>Duplicate - Carbonless</u> | <u>Triplicate - Carbonless</u> |
|----------------|-------------------------------|--------------------------------|
| 500 Sets..... | \$140.00 | \$190.00 |
| 1000 Sets..... | \$199.00 | \$293.00 |
| 2000 Sets..... | \$385.00 | \$414.50 |

DOG APPEARANCE TICKETS

On carbonless paper in triplicate sets with plea by mail.

| | | |
|--------------------------------|--------------------------------|--------------------------------|
| 100 sets \$ 88.00 | 300 sets \$222.00 | 500 sets \$325.00 |
|--------------------------------|--------------------------------|--------------------------------|

JOURNAL OF NOTARIAL ACTS

The Notary's official Journal of Notarial Acts is a valuable public record often relied on as evidence in courts of law. In addition, the Journal is a useful tool that can prevent fraud and minimize the Notary's liability by showing that reasonable care was exercised. The Journal complies with and exceeds record keeping requirements in every state. To order please specify that you want **FORM JONA.**

100 PAGE BOOK - **\$30.00**

MARRIAGE CERTIFICATES

Form 501AOriginal traditional marriage service - Old English

Form 501BModern, slightly longer version of the original Service

- NOW AVAILABLE -

Gender Neutral Form 501A-GN OR Form 501B-GN

All the above forms sold by the dozen - **\$25.00** per dozen

Form 283 - Certificate of Marriage - **\$8.00** per dozen

**DOUBLE ENTRY
ACCOUNTING BOOKS**

We recommend the following three books to meet your double entry accounting needs.

CASH BOOK 11" X 14" complete contains: 20 sheets **Form CR1**, 30 sheets **Form CR-2**, 50 sheets **Form CD-1**, divider sheets with acetate tabs and a post binder**\$204.00**

ACCOUNT BOOK 9-1/4" X 11-7/8" complete contains: 50 sheets **Form SD**, 150 sheets **Form SE**, divider sheets with acetate tabs and a post binder.....**\$131.50**

LEDGER & JOURNAL BOOK 9-1/4" X 11-7/8" complete contains: 150 sheets **Form SB**, 50 sheets **Form GJ**, divider sheets with acetate tabs and a post binder**\$131.50**

11" x 14" FORMS AVAILABLE - \$7.00 per dozen • \$42.00 per hundred

| | | | |
|-----------------|---------------------------------------|-----------------|---------------------------------------|
| Form CR1 | Cash Receipts, General Fund | Form B5 | Cash Receipts, Trust & Agency |
| Form CR2 | Cash Receipts, Blank Fund | Form B6 | Cash Receipts, Special Aid Fund |
| Form CR3 | Cash Receipts, Water Fund | Form B8 | Cash Receipts, Insurance Reserve |
| Form CR4 | Cash Receipts, Sewer Fund | Form C5 | Cash Disbursements, Trust & Agency |
| Form CR5 | Cash Receipts, Highway Fund | Form C6 | Cash Disbursements, Special Aid Fund |
| Form CR6 | Cash Receipts, Special Fund | Form C8 | Cash Disbursements, Insurance Reserve |
| Form CR7 | Cash Receipts, Debt Service Fund | Form Q | Record of Investments |
| Form CD1 | Cash Disbursements, Any Fund | Form BR3 | Bond Register |
| Form CD5 | Cash Disbursements, Highway Fund | Form NR3 | Note Register |
| Form CD6 | Cash Disbursements, Special Fund | Form BNR | Combination Bond / Note Register |
| Form CD7 | Cash Disbursements, Debt Service Fund | Form BCL | Blank Columnar Sheet |

9-1/4" x 11-7/8" FORMS AVAILABLE - \$6.00 per dozen • \$41.00 per hundred

| | | | |
|----------------|-------------------------------|----------------|-------------------------------|
| Form SD | Revenue Account | Form H | Receipts (Single Entry) |
| Form SE | Appropriation Account | Form I | Disbursements (Single Entry) |
| Form GJ | General Journal | Form P | Control Record (Single Entry) |
| Form SB | General Ledger (Double Entry) | Form BC | Blank Columnar Sheet |
| Form SA | General Ledger (Single Entry) | | |

OTHER FORMS USEFUL IN DOUBLE ENTRY ACCOUNTING (8½ x 14)

| | | | |
|------------------------------|--|---------------------------|------------------------|
| FORM GL - | ABSTRACT OF AUDITED VOUCHERS (Lined) | FORM F - | TAX RECEIPT REGISTER |
| FORM GU - | ABSTRACT OF AUDITED VOUCHERS (Unlined) | FORM W - | WATER RECEIPT REGISTER |
| FORM WS-102 - | WATER and SEWER REGISTER | FORM S - | SEWER RECEIPT REGISTER |
| Per Hundred - \$31.00 | | Per Dozen - \$6.00 | |

B I N D E R S

POST BINDERS

**High Quality Binders Suitable
For Everyday**

| <u>Sheet Size</u> | | | |
|---------------------|-----------|----------|--|
| 17 x 14 | # 3159-S | \$136.00 | |
| 11 x 17..... | # 2988-S | \$130.00 | |
| 11 x 14..... | # 2983-S | \$162.00 | |
| 9-1/4 x 11-7/8..... | # 2977-S | \$ 51.00 | |
| 14 x 8-1/2..... | # W-708 | \$184.00 | |
| 14 x 11..... | # 2957-S | \$ 84.50 | |
| 14 x 17..... | # 3187-SB | \$136.00 | |
| 11 x 11..... | # 2981-S | \$ 62.00 | |
| 8-1/2 x 14..... | # 2974-S | \$ 95.00 | |

WILLIAMSON LAW BOOK COMPANY offers a number of software programs designed specifically for New York State Municipalities. These programs include MUNICIPAL ACCOUNTING; PAYROLL; WATER / SEWER; TAX COLLECTION; CAPITAL ASSETS; and CLERK SOFTWARE. Call our Computer Support Staff at 585-924-3400 for more information or to schedule a demonstration.

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RETURN POLICY

No returned goods can be accepted without our advanced approval. No more than 85% of the item price can be credited on any returned goods in order to cover the handling costs. We cannot accept goods for credit after 30 days from shipping date. Special imprinted items cannot be returned at any time.

RUSH DELIVERY

Please note that any custom orders requiring a rush delivery (less than 15 business days) will be charged an additional 10%.

WHENEVER POSSIBLE - A MINIMUM ORDER OF \$25.00 PLEASE.

DUE TO PRESENT ECONOMIC CONDITIONS, PRICES AS SHOWN MUST REMAIN SUBJECT TO ADJUSTMENT WITHOUT NOTICE.