

# 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.....	\$205.00
	Style No. 1 Cover Only.....	\$175.00
	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.....	\$204.00
	Style No. 2 Cover Only.....	\$174.00
	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.....	\$164.00
	Style No. 3 Cover Only.....	\$134.00
	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.....	\$165.00
	Style No. 4 Cover Only.....	\$135.00
	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* •

## 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 .....**\$159.00**      1000 sets .....**\$217.00**      2000 sets .....**\$326.00**

## 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**

### DOG APPEARANCE TICKETS

*Stock Form - in triplicate on carbonless paper*

100.....	\$ 88.00	300.....	\$192.00	500.....	\$271.00
200.....	\$134.50	400.....	\$233.00	1000.....	\$495.00

*Extra Charge for Imprint - \$55.00 per 100*

### FORMS FOR "TOWN CLERK PLUS" DOG LICENSE RENEWAL

**FORM TCPP** - Plain paper with perforation at top 1/3 of page.

**\$35.00** per 500 sheets                      **\$60.00** per 1000 sheets

**FORM TCPC2** - 2 post cards per page

**\$17.00** per 100 sheets (200 cards)  
**\$49.00** per 500 sheets (1000 cards)  
**\$76.00** per 1000 sheets (2000 cards)

**FORM TCPC4** - 4 post cards per page

**\$17.00** per 100 sheets (400 cards)  
**\$49.00** per 500 sheets (2000 cards)  
**\$76.00** per 1000 sheets (4000 cards)

### OATH OF OFFICE REGISTER BOOK

This record book shows who served in office at any given time. It is a bound book containing 200 pages (2 oaths per page-400 total) with an A-Z index ..... **\$214.00**

### TOWN CLERK'S CASH BOOK

200 page Loose-Leaf book with #2983-S binder ..... **\$259.00**  
 Extra Town Clerk's Cash Book Sheets..... per hundred - \$ **42.00**

### TOWN CLERK'S MONTHLY REPORT

**Form No. 1002-N** - Latest Format to correspond with Town Clerk's Cash Book, on carbonless paper.

25 Duplicate Sets.....	\$ 24.50
50 Duplicate Sets.....	\$ 36.00

### ABSTRACT OF AUDITED VOUCHERS

Most essential in the listing of claims against the Town and for posting to new budget accounts. Prepare in duplicate - one for Town Supervisor, copy for Town Clerk.

Form No. 1009-N - Unlined 50 Duplicate Sets on carbonless paper.....	\$ 46.00
Form No. 1010-N - Lined 50 Duplicate Sets on carbonless paper.....	\$ 46.00

Post binder for any of the above forms - # 2957-S ..... **\$ 86.50**

# MARRIAGE CERTIFICATES

**Form 501A** ..... Original traditional marriage service - Old English

**Form 501B** ..... Modern, 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

## **TRANSCRIPTS**

**\$14.00** - per hundred

**No. 689** - Transcript of Marriage

**No. 698** - Transcript of Birth

**No. 131** - Transcript of Death

## **ARCHIVAL RECORD KEEPING**

### **PROTECTORS**

**For use with Birth, Marriage, Death and Records of Local Laws.** These protectors are made of strong 3 mil-MYLAR D material which eliminates printed image transfer. Protectors are 11" x 9½" to hold sheets up to 11" x 8½" without punching.

**These protectors satisfy State archival requirements**..... Each - \$ **3.00**

**Binders to hold these sheets are heavy-duty catalog style binder with a 3" capacity**..... Each - **\$195.00**

## **TOWN VOUCHERS**

An 11" x 8½" form used for claims against the Town. It is printed with the name and address of your Town and includes certifications of the claimant and department head. Your choice of paper color is available.

500.....	<b>\$66.00</b>	2000.....	<b>\$155.00</b>
1000.....	<b>\$95.00</b>	5000.....	<b>\$320.00</b>

## SAFETY PAPER

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

100 sheets - **\$19.00**                      500 sheets - **\$59.00**                      1000 sheets - **\$95.00**

## “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**

## SEALS

For Towns, Town Justice or Register of Vital Statistics.

### TWO STYLES

Heavy-Duty Black Cast Small Desk Seal .....**\$99.50**                      Pocket Seal with Case .....**\$67.00**

## GENERAL TOWN RECEIPTS

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

### STOCK ON CARBONLESS PAPER

### IMPRINTED ON CARBONLESS PAPER

Each Book (50 duplicate receipts)	<b>\$ 8.50</b>	
10 Books (500 duplicate receipts)	<b>\$69.50</b>	<b>\$107.00</b>
20 Books (1000 duplicate receipts)	<b>\$105.00</b>	<b>\$149.00</b>

**ALSO AVAILABLE:**                      Three on a sheet, carbonless GENERAL RECEIPTS, imprinted with your Town Name, Address and pre-numbered as desired. Spiral Bound books.

600 Receipts (4 Books) - **\$124.00**                      1200 Receipts (8 Books) - **\$192.00**                      2400 Receipts (16 Books) - **\$312.00**

## CUSTOM PURCHASE ORDERS

The Purchase Order System is a strongly recommended means of controlling all Town 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 Town, Address and any special features desired. They are pre-numbered on carbonless paper.

### DUPLICATE - CARBONLESS

### TRIPLICATE - CARBONLESS

500 sets.....	<b>\$130.50</b>	<b>\$184.00</b>
1000 sets.....	<b>\$169.00</b>	<b>\$263.00</b>
2000 sets.....	<b>\$313.50</b>	<b>\$343.00</b>

## LETTERHEADS - ENVELOPES - WINDOW ENVELOPES

LETTERHEADS (11" x 8½")	1000 ..... <b>\$ 82.00</b>
ENVELOPES (#10 Legal Size)	1000 ..... <b>\$117.00</b>
WINDOW ENVELOPES (# 9 or #10 Size)	1000 ..... <b>\$131.00</b>

## LICENSES

Town Licenses, Junk Dealers Licenses & Junk Yard Licenses are spiral bound in books with stub. License is perforated to be torn out.

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

# INDIVIDUAL PAYROLL RECORD

100 page Spiral-Bound book with index.....	<b>\$52.00</b>
100 page Loose-Leaf with index and # 2981-S binder.....	<b>\$103.00</b>
<b>Form 1007</b> - Loose-Leaf sheets.....per 100...	<b>\$41.00</b>

## PAYROLL FORMS

<b>Form 1006</b> - Our most popular payroll form that includes Civil Service Verification.....per 100...	<b>\$44.00</b>
<b>Form 1006-N</b> - (17" x 11") TRIPLICATE State prescribed form.....50 sets ...	<b>\$60.00</b>
<b>Form 1008</b> - (11" x 8½") form used by Department Heads. Records hours and days worked.....per 100...	<b>\$31.00</b>

## HIGHWAY DEPARTMENT TIME BOOK

<b>Form 598½</b> - A bi-weekly time book used by Highway Superintendents.....	<b>\$25.00</b>
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## HIGHWAY DEPARTMENT VEHICLE INSPECTION

<b>Form 1854</b> - Driver's Vehicle Inspection Report.....	<b>\$10.00</b> per pad of 50
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## LASER PRINTER CHECKS

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

1000 checks - **\$162.00**                      2000 - **\$270.00**

## TOWN OFFICER'S LEGAL FORMS

<b>Form No. 1001</b> - Monthly Statement of Supervisor.....	<b>\$31.00</b> per hundred
<b>Form No. 1005</b> - Warrant.....	<b>\$31.00</b> per hundred
<b>Form No. 1004</b> - Monthly Statement of Officers.....	<b>\$31.00</b> per hundred
<b>Form No. 69</b> - Oath of Office.....	<b>\$10.00</b> per pad of 50
<b>Form No. 439</b> - Certificate of Verification.....	<b>\$10.00</b> per pad of 50
<b>Form No. R337</b> - Certificate of Residence / Entering Foreign County.....	<b>\$10.00</b> per pad of 50
<b>Form No. 295</b> - Notice of Appointment of Office.....	<b>\$10.00</b> per pad of 50
<b>Form No. 337</b> - Certificate of Board Resolution.....	<b>\$10.00</b> per pad of 50
<b>Form No. 495</b> - Notice of Acceptance of Office.....	<b>\$10.00</b> per pad of 50
<b>Form No. 461</b> - Notice to Clerk, Election of Officers.....	<b>\$10.00</b> per pad of 50
<b>Form No. 750</b> - Notice of Increase in Assessed Valuation by Assessors.....	<b>\$10.00</b> per pad of 50

## BOND REGISTER BOOK

This Loose-leaf book is recommended by the State Department of Audit and Control. It provides all historical and statistical data and shows all financial facts and entries including periodic payment of interest and principal.

Complete Loose-Leaf book with 200 pages and a # 2983-S Binder..... **\$179.00**  
 Extra sheets **\$42.00** per hundred.

## NOTE REGISTER BOOK

This Loose-Leaf book is recommended by the State Department of Audit and Control. It is used to keep track of all Town Notes.

Complete Loose-Leaf book with 200 pages and a # 2983-S Binder..... **\$179.00**  
 Extra sheets **\$42.00** per hundred.

## 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.

250 - **\$89.00**                      500 - **\$119.00**                      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, Form W-101, Form W-102** - 9-1/4" x 11-7/8" Water Ledger Sheets..... per 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**

**WATER - SEWER - ELECTRIC BILLING CARDS**

LASER PRINTER FORMAT - (PLEASE SPECIFY). either card is printed one side only.

1000 .....	<b>\$130.00</b>	2000 .....	<b>\$231.00</b>	3000 .....	<b>\$327.00</b>
4000 .....	<b>\$414.00</b>	5000 .....	<b>\$460.00</b>	10,000 .....	<b>\$778.00</b>

*THE ABOVE CARDS PRINTED WITH CODES ON THE BACK:*

1000 .....	<b>\$185.00</b>	2000 .....	<b>\$346.00</b>	3000 .....	<b>\$489.00</b>
4000 .....	<b>\$545.00</b>	5000 .....	<b>\$675.00</b>	10,000 .....	<b>\$875.00</b>

**DOUBLE WINDOW ENVELOPES**

For Mailing Above Billing Cards

500 .....	<b>\$80.00</b>	1000.....	<b>\$145.00</b>
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**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 ..... **\$169.00**

**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**

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

**11" x 14" DIVIDER SHEETS**

Price of 11" x 14" sheets: **\$7.00** per dozen • **\$42.00** per hundred.

**9-1/4" x 11-7/8" FORMS AVAILABLE**

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

**9-1/4" X 11-7/8" DIVIDER SHEETS**

Price of 9-1/4" x 11-7/8" sheets: **\$6.00** per dozen • **\$41.00** per hundred.

# BINDERS

## POST BINDERS

High Quality Binders Suitable

For Everyday

Sheet Size

17 x 14.....	# 3159-S	<b>\$136.00</b>
11 x 17 .....	# 2988-S	<b>\$130.00</b>
11 x 14.....	# 2983-S	<b>\$138.00</b>
9-1/4 x 11-7/8.....	# 2977-S	<b>\$ 51.00</b>
14 x 8-1/2.....	# W-7083	<b>\$156.00</b>
14 x 11.....	# 2957-S	<b>\$ 84.50</b>
14 x 17.....	# 3187-SB	<b>\$136.00</b>
11 x 11.....	# 2981-S	<b>\$ 62.00</b>
8-1/2 x 14.....	# 2974-S	<b>\$ 95.00</b>

**WILLIAMSON LAW BOOK COMPANY OFFERS A COMPLETE LINE OF COMPUTER SOFTWARE FOR TOWN CLERKS AND TAX COLLECTORS, FOR INFORMATION OR A DEMONSTRATION, PLEASE CALL: 1-800-733-9522.**

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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.