



BUSINESS FORMS

NAVIGATION TIPS

- **Set page size to fit in window.** (View menu > Fit in Window)
- **Show Bookmarks.** (Window menu > Show Bookmarks)

Use your Bookmarks as a Table of Contents. Clicking on the name of a form will take you directly to it. You can also use the Find command in the Edit menu to search for a form by name. If you remember the “look” of a form, you can use Thumbnails to locate it.




TOWNE CRIER

Unit 1 • Forms
Banking and Bookkeeping

Instructions: How to Make Your Company Checkbook

As you begin to conduct business in the Mean Jeans Business Community, your company will need a company checkbook in order to pay its bills. You will now construct that checkbook. It will consist of four parts: a cover, six check register pages, twelve pages of checks, and six deposit slip pages. The completed checkbook will consist of a cover plus 24 pages. To construct your checkbook, follow the steps below:

CHECKLIST

- Prepare your **checkbook cover**. Print this page and cut out the cover on the bottom half of this page. Cut along the dashed lines. Be sure to leave the left-hand tab for stapling.
- Prepare your **check register pages**. Print the next three sheets. Cut along the dashed lines (including the horizontal dashed line through the *middle* of the page) to make a total of six check register pages. Be sure to leave the left-hand tabs for stapling. Place the six check register pages behind the cover. Be sure that the page with your company's beginning balance is the first of the check register pages.
 -  **NOTE:** If you are using an electronic check register, you will not need these check register pages. However, many businesses prefer to record transactions manually first, then enter them later in an electronic check register.
- Prepare your **check pages**. Print the next six sheets. Cut along the dashed lines (including the horizontal dashed line through the *middle* of the page) to make a total of 12 pages of checks. **NOTE: There will be two checks on each page for a total of 24 checks. DO NOT CUT AND SEPARATE THE TWO CHECKS ON ANY GIVEN PAGE UNTIL YOU ARE READY TO USE THEM.** Be sure to leave the left-hand tabs for stapling. Place the check pages behind the check register pages. Be sure that the checks are in proper numbered sequence.
- Prepare your **deposit slip** pages. Print the next three sheets. Cut along the dashed lines (including the horizontal dashed line through the *middle* of the page) to make a total of six pages of deposit slips. There will be one deposit slip (with a front and a back) on each page. Be sure to leave the left-hand tabs for stapling. Place the deposit slip pages behind the check pages.
- Check to be sure that, in addition to your cover, you have 24 pages in all and that they are in proper sequence. Finish making your checkbook by stapling the pages together where indicated on the left-hand tab.

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The
TOWNE CRIER

CHECKBOOK

MANAGER 1

MANAGER 2

Check Register

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	<input type="checkbox"/> P <input type="checkbox"/> C	DEPOSIT/CREDIT (+)	BALANCE
BALANCE BROUGHT FORWARD →						26,220 00

Check Register

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	<input type="checkbox"/> P <input type="checkbox"/> C	DEPOSIT/CREDIT (+)	BALANCE
BALANCE BROUGHT FORWARD →						

Check Register

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	C	DEPOSIT/CREDIT (+)	BALANCE
BALANCE BROUGHT FORWARD →						

Check Register

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	C	DEPOSIT/CREDIT (+)	BALANCE
BALANCE BROUGHT FORWARD →						

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Check Register

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ C	DEPOSIT/CREDIT (+)	BALANCE
BALANCE BROUGHT FORWARD →						

CUT

Check Register

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ C	DEPOSIT/CREDIT (+)	BALANCE
BALANCE BROUGHT FORWARD →						

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Information Circle Mall
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The TOWNE CRIER

800

56-25
412

DATE _____

PAY
TO THE
ORDER OF _____

\$

DOLLARS

FOR SIMULATION USE ONLY



101 Greenback Drive • Pettisville, OH 43553-0178

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PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.



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The TOWNE CRIER

DATE _____
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL
DEPOSIT TICKET PLEASE ENTER AMOUNT OF CASH AND CHECKS.
ATTACH ADDING MACHINE TAPE OR DEPOSIT RECAP.

CURRENCY ▶

COIN ▶

CHECKS ▶

\$

56-25
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⑆042100257⑆ 238⑈2413⑈

FOLD

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISION OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT

STAPLE

ADDITIONAL CHECK LISTING SPACE

TOTAL
ENTER ON
FRONT SIDE

CUT

STAPLE

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.



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ATTACH ADDING MACHINE TAPE OR DEPOSIT RECAP.

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DEPOSIT TICKET PLEASE ENTER AMOUNT OF CASH AND CHECKS.
ATTACH ADDING MACHINE TAPE OR DEPOSIT RECAP.

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ADDITIONAL CHECK LISTING SPACE

TOTAL
ENTER ON
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PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.



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The TOWNE CRIER

DATE _____
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL
DEPOSIT TICKET PLEASE ENTER AMOUNT OF CASH AND CHECKS.
ATTACH ADDING MACHINE TAPE OR DEPOSIT RECAP.

CURRENCY ▶

COIN ▶

CHECKS ▶

\$

Grid for entering currency, coin, and check amounts.

56-25
412

STAPLE



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CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISION OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT

STAPLE

ADDITIONAL CHECK LISTING SPACE

Grid for listing additional checks with columns for DOLLARS and CENTS.

TOTAL
ENTER ON
FRONT SIDE

CUT

STAPLE

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.



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The TOWNE CRIER

DATE _____
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DEPOSIT TICKET PLEASE ENTER AMOUNT OF CASH AND CHECKS.
ATTACH ADDING MACHINE TAPE OR DEPOSIT RECAP.

CURRENCY ▶

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CHECKS ▶

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Grid for entering currency, coin, and check amounts.

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ADDITIONAL CHECK LISTING SPACE

Grid for listing additional checks with columns for DOLLARS and CENTS.

TOTAL
ENTER ON
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CASHBOOK										
FIRM <i>The Towne Crier</i>						Page ___ of ___				
DATE	EXPLANATION	CHECK NO.	CASH IN	CASH OUT	CASH BALANCE	RECEIPTS		PAYMENTS		
						SALES, FEES, COMMISSION, etc.	OTHER	EXPENSES, PURCHASES	MORTGAGE, OTHER	OTHER
July 2	Beginning Checkbook Balance				2622.000					



Unit 2 • Forms
Business Communications

JULY APPOINTMENT CALENDAR

Name: _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Independence Day	5	6	7
8	9	10 Chamber of Commerce mtg. 7:30 P.M. City Hall	11	12	13 Strawberry Festival Lee Community Center 7:00-9:00 P.M.	14
15	16	17 18 Professional Business Club Luncheon 12:00 Noon Limetree Inn	18 Professional Business Club Luncheon 12:00 Noon Limetree Inn	19	20	21
22	23	24	25	26	27 Chamber of Commerce Western Roundup Days	28

29	30	31
Notes:		

JUNE

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

For _____
Date _____ Time _____
A.M. P.M.

WHILE YOU WERE OUT

M _____
Of _____
 Phone _____
 Fax _____
 Mobile _____ Area Code _____ Number _____ Extension _____

TELEPHONED	PLEASE CALL
CAME TO SEE YOU	WILL CALL AGAIN
WANTS TO SEE YOU	URGENT
RETURNED YOUR CALL	SPECIAL ATTENTION

Message _____

Signed _____

For _____
Date _____ Time _____
A.M. P.M.

WHILE YOU WERE OUT

M _____
Of _____
 Phone _____
 Fax _____
 Mobile _____ Area Code _____ Number _____ Extension _____

TELEPHONED	PLEASE CALL
CAME TO SEE YOU	WILL CALL AGAIN
WANTS TO SEE YOU	URGENT
RETURNED YOUR CALL	SPECIAL ATTENTION

Message _____

Signed _____



Pettisville Chamber of Commerce
 101 Dungaree Drive • Pettisville, Ohio 43553-0178

Howdy "Pardner":

By now you have received your June Chamber of Commerce NEWSLETTER announcing the 2nd annual WESTERN ROUNDUP DAYS to be held Friday, July 27, and Saturday, July 28. I'm sure you agree that many exciting special events have been planned for the two-day celebration. The Ox Roast was such a great success last year that we decided to hold it again this year.

If you and all the other Pettisville businesses do your part to support this community event, WESTERN ROUNDUP DAYS will be pleasant and entertaining for customers and very profitable for businesses!

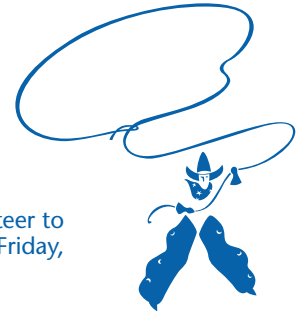
Be a real "pardner" in this undertaking by completing the form below and returning it to the Chamber of Commerce immediately. We need volunteers to help with each special event, and we also need donated items for Saturday's auction. Last year's auction brought in \$1,500, so I'm sure you'll want to participate in this successful event. Don't forget that each business's name will be announced when its donated item is auctioned.

We really need your support! Why not complete the form now?

Jerry A. Sherman, President



Western Roundup Days Questionnaire



Yes, I will do my part to support the Pettisville Chamber of Commerce. I volunteer to help with the following event during the Western Roundup Days to be held on Friday, July 27, and Saturday, July 28. Please check one:

- | | | |
|---|--|---|
| <input type="checkbox"/> Kickoff Parade (July 27) | <input type="checkbox"/> Drawing for Prize (July 28) | <input type="checkbox"/> Square Dance (July 28) |
| <input type="checkbox"/> Ox Roast (July 27) | <input type="checkbox"/> Auction (July 28) | <input type="checkbox"/> Electronic Games Contest (July 28) |
| <input type="checkbox"/> Horseshoe Games (July 27) | <input type="checkbox"/> Fishing Contest (July 28) | <input type="checkbox"/> Fireworks (July 28) |
| <input type="checkbox"/> Volleyball Games (July 27) | <input type="checkbox"/> Rodeo (July 28) | |

Please list below the item and its approximate value that your business will donate to be auctioned on July 28 to benefit the Chamber of Commerce. Remember that your business's name will be announced when your donation is auctioned!

ITEM

APPROXIMATE VALUE

Name of business _____

Address _____

Manager's signature _____

Please return this form to: Pettisville Chamber of Commerce
 101 Dungaree Drive
 Pettisville, OH 43553-0178





RESERVE PRIORITY SEATING
THE LONE STAR TRAVELING RODEO!

Where? Pettisville Athletic Field **When?** 2-4 p.m., Saturday July 28

Priority seating is available in the grandstand on a first come, first served basis—so complete this form and return it today! Don't miss this opportunity to have ringside seats at this exciting event.

Please reserve: 1 seat 2 seats 3 seats 4 seats

Name of business _____

Address _____

Manager's signature _____



Please return form to: Pettisville Chamber of Commerce
101 Dungaree Drive
Pettisville, OH 43553-0178



RESERVE PRIORITY SEATING
THE LONE STAR TRAVELING RODEO!

Where? Pettisville Athletic Field **When?** 2-4 p.m., Saturday July 28

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Please reserve: 1 seat 2 seats 3 seats 4 seats

Name of business _____

Address _____

Manager's signature _____



Please return form to: Pettisville Chamber of Commerce
101 Dungaree Drive
Pettisville, OH 43553-0178





TOWNE CRIER

***Unit 3 • Forms
Payroll***

TIME CARD
The Towne Crier

EMPLOYEE NO. 1

PAY PERIOD ENDING July 13, 20--

NAME _____

SOCIAL SECURITY NO. 268-87-4412

MARITAL STATUS S M EXEMPTIONS 0

SPECIAL DEDUCTIONS: Hosp. \$ 49.00 Other \$ ---

DATE	REGULAR HOURS		OVERTIME HOURS		TOTAL REG.	TOTAL OT
	IN	OUT	IN	OUT		
7-2	7:59	12:01			8	
	12:59	5:01				
7-3	7:57	12:03			8	
	1:00	5:04				
7-4	paid holiday				8	
7-5	7:58	12:01			8	
	12:58	5:02				
7-6	7:56	12:02			8	
	1:01	5:01				
7-9	7:59	12:00			8	
	12:58	5:04				
7-10	7:57	12:02			8	
	12:57	5:02				
7-11	8:00	12:01			8	
	1:00	5:03				
7-12	7:56	12:03			8	
	12:58	5:03				
7-13	7:59	12:02			8	
	12:56	5:01				
TOTAL					80	

HOURS	RATE	AMOUNT
REGULAR 80	\$6.75	\$540.00
OVERTIME		
TOTAL HOURS 80	GROSS PAY	\$540.00

TIME CARD
The Towne Crier

EMPLOYEE NO. 2

PAY PERIOD ENDING July 13, 20--

NAME _____

SOCIAL SECURITY NO. 187-83-9255

MARITAL STATUS S M EXEMPTIONS 0

SPECIAL DEDUCTIONS: Hosp. \$ 49.00 Other \$ ---

DATE	REGULAR HOURS		OVERTIME HOURS		TOTAL REG.	TOTAL OT
	IN	OUT	IN	OUT		
7-2	7:58	12:03			8	3
	1:00	5:02	6:00	9:00		
7-3	7:59	12:02			8	2.5
	12:59	5:02	5:58	8:32		
7-4	paid holiday				8	
7-5	7:58	12:03			8	2
	1:00	5:03	6:01	8:05		
7-6	7:56	12:02			8	2
	12:59	5:04	6:02	8:04		
7-9	7:59	12:03			8	3
	1:01	5:00	5:58	9:02		
7-10	7:57	12:03			8	2
	1:00	5:02	6:03	8:04		
7-11	7:56	12:04			8	2
	12:59	5:00	6:32	8:34		
7-12	7:57	12:02			8	2
	12:56	5:03	5:58	8:05		
7-13	7:57	12:03			8	3
	1:00	5:01	5:57	9:02		
TOTAL					80	21.5

HOURS	RATE	AMOUNT
REGULAR 80	\$10.00	\$800.00
OVERTIME 21.5	\$15.00	\$322.50
TOTAL HOURS 101.5	GROSS PAY	\$1,122.50

TIME CARD
The Towne Crier

EMPLOYEE NO. 3

PAY PERIOD ENDING July 13, 20--

NAME _____

SOCIAL SECURITY NO. 268-43-3966

MARITAL STATUS S M EXEMPTIONS 0

SPECIAL DEDUCTIONS: Hosp. \$ 49.00 Other \$ ---

DATE	REGULAR HOURS		OVERTIME HOURS		TOTAL REG.	TOTAL OT
	IN	OUT	IN	OUT		
7-2	7:56	12:01			8	
	12:58	5:01				
7-3	7:59	12:03			8	
	1:00	5:02				
7-4	paid holiday				8	
7-5	7:57	12:01			8	
	12:58	5:01				
7-6	7:58	12:04			8	
	1:00	5:03				
7-9	7:55	12:01			8	
	12:59	5:00				
7-10	8:00	12:01			8	
	12:59	5:04				
7-11	7:59	12:00			8	
	1:01	5:04				
7-12	7:58	11:57			8	
	12:58	5:03				
7-13	8:00	12:03			8	
	12:59	5:02				
TOTAL					80	

HOURS	RATE	AMOUNT
REGULAR 80	\$8.00	\$640.00
OVERTIME		
TOTAL HOURS 80	GROSS PAY	\$640.00

TIME CARD
The Towne Crier

EMPLOYEE NO. 4

PAY PERIOD ENDING July 13, 20--

NAME _____

SOCIAL SECURITY NO. _____

MARITAL STATUS S M EXEMPTIONS 0

SPECIAL DEDUCTIONS: Hosp. \$ 49.00 Other \$ ---

DATE	REGULAR HOURS		OVERTIME HOURS		TOTAL REG.	TOTAL OT
	IN	OUT	IN	OUT		
7-2	7:56	12:02			8	
	12:59	5:01				
7-3	7:58	12:00			8	
	1:00	5:01				
7-4	<i>paid holiday</i>				8	
7-5	8:00	12:03			8	
	12:59	5:03				
7-6	7:59	12:00			8	
	12:58	5:01				
7-9	8:02	12:04			8	
	1:01	5:03				
7-10	7:56	11:59			8	
	12:59	5:02				
7-11	7:57	12:02			8	
	12:57	5:01				
7-12	8:00	12:03			8	
	12:58	5:04				
7-13	7:56	12:00			8	
	12:57	5:02				
TOTAL					80	

	HOURS	RATE	AMOUNT
REGULAR	80	\$16.90	\$1,352.00
OVERTIME			
TOTAL HOURS	80	GROSS PAY	\$1,352.00

TIME CARD
The Towne Crier

EMPLOYEE NO. 5

PAY PERIOD ENDING July 13, 20--

NAME _____

SOCIAL SECURITY NO. _____

MARITAL STATUS S M EXEMPTIONS 0

SPECIAL DEDUCTIONS: Hosp. \$ 49.00 Other \$ ---

DATE	REGULAR HOURS		OVERTIME HOURS		TOTAL REG.	TOTAL OT
	IN	OUT	IN	OUT		
7-2	7:56	12:02			8	
	12:59	5:01				
7-3	7:58	12:00			8	
	1:00	5:01				
7-4	<i>paid holiday</i>				8	
7-5	8:00	12:03			8	
	12:59	5:03				
7-6	7:59	12:00			8	
	12:58	5:01				
7-9	8:02	12:04			8	
	1:01	5:03				
7-10	7:56	11:59			8	
	12:59	5:02				
7-11	7:57	12:02			8	
	12:57	5:01				
7-12	8:00	12:03			8	
	12:58	5:04				
7-13	7:56	12:00			8	
	12:57	5:02				
TOTAL					80	

	HOURS	RATE	AMOUNT
REGULAR	80	\$16.90	\$1,352.00
OVERTIME			
TOTAL HOURS	80	GROSS PAY	\$1,352.00

PAYROLL REGISTER



Pay Period Ending _____

Manager's Name _____

Instructor's Approval

EMPLOYEE	EARNINGS			DEDUCTIONS					NET PAY				
	No.	Name	Regular Hours	Overtime Hours	Gross Pay	Federal Withholding Tax	State Withholding Tax 6%	City Withholding Tax 2%		FICA 8%	Health Insurance	Other	Total Deductions
TOTALS													

NOTICE OF EMPLOYMENT

The Towne Crier

This notice is to inform you that the position you had available has been filled. The most qualified applicant for the position has been notified of the appointment. The following information is for your records:

NAME OF EMPLOYEE Kern, Janice P.
Last First Middle Initial

ADDRESS 373 Walnut Lane Pettisville, OH 43553-0177
Street City State ZIP Code

TELEPHONE NO. 555-0159 SOCIAL SECURITY NO. 592-41-8266

MARITAL STATUS single EXEMPTIONS zero

POSITION ASSIGNED Reporter

DAILY WORK SCHEDULE 8:00-12:00 a.m. 1:00-5:00 p.m.

SALARY INFORMATION:

Date Scheduled to Report for Work July 25, 20--

Hourly Rate \$16.50 Overtime Rate Time and one-half

Hospitalization Insurance None

----- Cut here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate ▶ For Privacy Act and Paperwork Reduction Act Notice, See page 2.		OMB No. 1545-0010 20--	
1 Type or print your first name and middle initial Janice P.		Last name Kern		2 Your social security number 592 : 41 : 8266	
Home address (number and street or rural route) 373 Walnut Lane		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.			
City or town, state, and ZIP code Pettisville, OH 43553-0177		4 If your last name differs from that on your social security card, check here. You must call 1-800-772-1213 for a new card . . . ▶ <input type="checkbox"/>			
5 Total number of allowances you are claiming (from line H above OR from the worksheet on page 2)				5 <u>0</u>	
6 Additional amount, if any, you want withheld from each paycheck				6 \$ <u> </u>	
7 I claim exemption from withholding for 20--, and I certify that I meet BOTH of the following conditions for exemption: • Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND • This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability. If you meet both conditions, enter "EXEMPT" here ▶				7 <u> </u>	
Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.					
Employee's signature (Form is not valid unless you sign it) ▶		Date ▶			
<u>Janice P. Kern</u>		<u>July 25, 20--</u>			
8 Employer's name and address (Employer: Complete 8 and 10 only if sending to the IRS.)		9 Office code (optional)	10 Employer identification number		
_____		_____	_____		

TIME CARD
The Towne Crier

EMPLOYEE NO. 1

PAY PERIOD ENDING July 27, 20--

NAME _____

SOCIAL SECURITY NO. 268-87-4412

MARITAL STATUS S M EXEMPTIONS 0

SPECIAL DEDUCTIONS: Hosp. \$ 49.00 Other \$ ---

DATE	REGULAR HOURS		OVERTIME HOURS		TOTAL REG.	TOTAL OT
	IN	OUT	IN	OUT		
7-16	7:58	12:01			8	
	12:58	5:00				
7-17	7:57	12:00			8	
	12:59	5:05				
7-18	7:59	12:03			8	
	12:58	5:00				
7-19	8:00	11:57			8	
	1:00	5:04				
7-20	7:56	12:01			8	
	12:58	5:00				
7-23	7:58	11:58			8	
	12:59	5:00				
7-24	8:00	12:00			8	
	12:56	5:02				
7-25	7:59	12:00			8	
	12:56	5:02				
7-26	7:59	12:00			8	
	12:57	5:01				
7-27	7:56	11:57			8	
	12:58	5:01				
TOTAL					80	

	HOURS	RATE	AMOUNT
REGULAR	80	\$7.20	\$576.00
OVERTIME			
TOTAL HOURS	80	GROSS PAY	\$576.00

TIME CARD
The Towne Crier

EMPLOYEE NO. 2

PAY PERIOD ENDING July 27, 20--

NAME _____

SOCIAL SECURITY NO. 187-83-9255

MARITAL STATUS S M EXEMPTIONS 0

SPECIAL DEDUCTIONS: Hosp. \$ 49.00 Other \$ ---

DATE	REGULAR HOURS		OVERTIME HOURS		TOTAL REG.	TOTAL OT
	IN	OUT	IN	OUT		
7-16	8:00	12:01			8	3
	12:59	5:00	6:00	9:00		
7-17	7:58	12:05			8	3
	1:01	5:02	5:59	9:02		
7-18	7:59	12:00			8	2
	12:58	5:00	5:58	8:03		
7-19	8:01	12:02			8	3
	1:01	5:04	6:00	9:02		
7-20	8:00	11:59			8	3
	1:00	5:02	6:01	9:03		
7-23	7:59	12:00			8	2
	12:58	5:00	5:59	7:59		
7-24	7:57	12:01			8	2.5
	1:00	5:01	6:02	8:35		
7-25	8:01	12:00			8	2
	12:57	5:01	6:30	8:32		
7-26	8:00	11:59			8	3
	12:59	5:01	5:59	9:01		
7-27	7:58	12:04			8	3
	12:56	5:00	5:58	8:59		
TOTAL					80	26.5

	HOURS	RATE	AMOUNT
REGULAR	80	\$10.00	\$800.00
OVERTIME	26.5	\$15.00	\$397.50
TOTAL HOURS	106.5	GROSS PAY	\$1,197.50

TIME CARD
The Towne Crier

EMPLOYEE NO. 3

PAY PERIOD ENDING July 27, 20--

NAME _____

SOCIAL SECURITY NO. 268-43-3966

MARITAL STATUS S M EXEMPTIONS 0

SPECIAL DEDUCTIONS: Hosp. \$ 49.00 Other \$ ---

DATE	REGULAR HOURS		OVERTIME HOURS		TOTAL REG.	TOTAL OT
	IN	OUT	IN	OUT		
7-16	7:58	12:01			8	
	12:58	5:05				
7-17	8:00	12:00			8	
	1:00	5:02				
7-18	7:59	12:05			8	
	12:55	5:00				
7-19	7:55	12:00			8	
	12:58	5:00				
7-20	8:00	12:03			8	
	12:59	5:04				
7-23	7:58	12:04			8	
	1:00	5:00				
7-24	7:56	12:00			8	
	12:58	5:05				
7-25	7:59	12:05			8	
	12:57	5:00				
7-26	8:00	12:02			8	
	12:59	5:02				
7-27	<i>Sick Leave</i>				8	
TOTAL					80	

	HOURS	RATE	AMOUNT
REGULAR	80	\$9.00	\$720.00
OVERTIME			
TOTAL HOURS	80	GROSS PAY	\$720.00

TIME CARD
The Towne Crier

EMPLOYEE NO. 4

PAY PERIOD ENDING July 27, 20--

NAME _____

SOCIAL SECURITY NO. _____

MARITAL STATUS S M EXEMPTIONS 0

SPECIAL DEDUCTIONS: Hosp. \$ 49.00 Other \$ ---

DATE	REGULAR HOURS		OVERTIME HOURS		TOTAL REG.	TOTAL OT
	IN	OUT	IN	OUT		
7-16	7:58	12:01			8	
	12:59	5:02				
7-17	7:59	12:00			8	
	12:59	5:02				
7-18	8:01	12:03			8	
	12:59	5:00				
7-19	7:59	12:02			8	
	12:58	5:01				
7-20	7:57	12:01			8	
	1:01	5:00				
7-23	7:58	12:00			8	
	12:59	5:01				
7-24	7:57	12:01			8	
	1:00	5:00				
7-25	8:01	12:03			8	
	12:59	5:01				
7-26	7:57	12:00			8	
	12:58	5:00				
7-27	7:59	12:01			8	
	1:00	5:03				
TOTAL					80	

	HOURS	RATE	AMOUNT
REGULAR	80	\$16.90	\$1,352.00
OVERTIME			
TOTAL HOURS	80	GROSS PAY	\$1,352.00

TIME CARD
The Towne Crier

EMPLOYEE NO. 5

PAY PERIOD ENDING July 27, 20--

NAME _____

SOCIAL SECURITY NO. _____

MARITAL STATUS S M EXEMPTIONS 0

SPECIAL DEDUCTIONS: Hosp. \$ 49.00 Other \$ ---

DATE	REGULAR HOURS		OVERTIME HOURS		TOTAL REG.	TOTAL OT
	IN	OUT	IN	OUT		
7-16	7:58	12:01			8	
	12:59	5:02				
7-17	7:59	12:00			8	
	12:59	5:02				
7-18	8:01	12:03			8	
	12:59	5:00				
7-19	7:59	12:02			8	
	12:58	5:01				
7-20	7:57	12:01			8	
	1:01	5:00				
7-23	7:58	12:00			8	
	12:59	5:01				
7-24	7:57	12:01			8	
	1:00	5:00				
7-25	8:01	12:03			8	
	12:59	5:01				
7-26	7:57	12:00			8	
	12:58	5:00				
7-27	7:59	12:01			8	
	1:00	5:03				
TOTAL					80	

	HOURS	RATE	AMOUNT
REGULAR	80	\$16.90	\$1,352.00
OVERTIME			
TOTAL HOURS	80	GROSS PAY	\$1,352.00

TIME CARD
The Towne Crier

EMPLOYEE NO. 6

PAY PERIOD ENDING July 27, 20--

NAME _____

SOCIAL SECURITY NO. _____

MARITAL STATUS S M EXEMPTIONS _____

SPECIAL DEDUCTIONS: Hosp. \$ _____ Other \$ _____

DATE	REGULAR HOURS		OVERTIME HOURS		TOTAL REG.	TOTAL OT
	IN	OUT	IN	OUT		
7-16						
7-17						
7-18						
7-19						
7-20						
7-23						
7-24						
7-25						
7-26						
7-27						
TOTAL						

	HOURS	RATE	AMOUNT
REGULAR			
OVERTIME			
TOTAL HOURS		GROSS PAY	



TOWNE CRIER

Unit 4 • Forms
Accounts Payable
Accounts Receivable



Information Circle Mall
P. O. Box 276
Pettisville, OH 43553-0176

The TOWNE CRIER

OFFICE SUPPLIES REQUISITION

Supplier

Taylor Office Supplies
12 Rivet Street
Pettisville, OH 43553-0177

Requisition No.

1

Date

June 26, 20--

Quantity	Description
6 boxes	rubber bands
10 boxes	staples
6 pkgs.	self-stick note pads

Requisitioned by GAM Dept. Receiving

Authorized by Susanne Williams

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Information Circle Mall
P. O. Box 276
Pettisville, OH 43553-0176

OFFICE SUPPLIES REQUISITION

Supplier
<i>Taylor Office Supplies 12 Rivet Street Pettisville, OH 43553-0177</i>

Requisition No.
<i>4</i>

Date
<i>June 27, 20--</i>

Quantity	Description
<i>20</i>	<i>ballpoint pens</i>
<i>1 box</i>	<i>envelopes</i>
<i>3 pkg.</i>	<i>self-stick note pads</i>
<i>2 boxes</i>	<i>rubber bands</i>

Requisitioned by <u><i>Lowell</i></u>	Dept. <u><i>Bookkeeping</i></u>
Authorized by <u><i>Sharon Cohen</i></u>	



Information Circle Mall
 P. O. Box 276
 Pettisville, OH 43553-0176

The TOWNE CRIER

PURCHASE ORDER

ORIGINAL COPY

SUPPLIER

DATE

PURCHASE ORDER NO.

SHIP VIA

TERMS

QTY.	CAT. NO.	DESCRIPTION	UNIT PRICE	AMOUNT	

TOTAL ►

Approved by _____, Manager



Information Circle Mall
P. O. Box 276
Pettisville, OH 43553-0176

INVOICE NO. _____

DISPLAY AD INVOICE

TO:

ORIGINAL COPY

DESCRIPTION	AMOUNT
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Manager's Signature </div> <p>Terms—Due upon receipt.</p>	SUBTOTAL 6% SALES TAX TOTAL DUE

PLEASE DETACH ALONG DASHED LINE AND RETURN THE BOTTOM PORTION WITH YOUR REMITTANCE.

FROM:

INVOICE NO. _____

BILL DATE	AMOUNT DUE

PLEASE MAKE CHECKS PAYABLE TO:
THE TOWNE CRIER
Information Circle Mall
P.O. Box 276
Pettisville, OH 43553-0176

REMITTANCE ADVICE
Please write your invoice number on your check to ensure proper credit and mail it with this stub.

AMOUNT ENCLOSED

TERMS: DUE UPON RECEIPT



Information Circle Mall
P.O. Box 276
Pettisville, OH 43553-0176

The
TOWNE CRIER

**WANT AD
RECEIPT**

RECEIVED FROM _____ \$ _____

_____ DOLLARS

Date _____, Manager _____

Issue Date(s) _____



Information Circle Mall
P.O. Box 276
Pettisville, OH 43553-0176

The
TOWNE CRIER

**WANT AD
RECEIPT**

RECEIVED FROM _____ \$ _____

_____ DOLLARS

Date _____, Manager _____

Issue Date(s) _____



Information Circle Mall
P.O. Box 276
Pettisville, OH 43553-0176

The
TOWNE CRIER

**WANT AD
RECEIPT**

RECEIVED FROM _____ \$ _____

_____ DOLLARS

Date _____, Manager _____

Issue Date(s) _____



Information Circle Mall
P.O. Box 276
Pettisville, OH 43553-0176

The
TOWNE CRIER

**WANT AD
RECEIPT**

RECEIVED FROM _____ \$ _____

_____ DOLLARS

Date _____, Manager _____

Issue Date(s) _____



The TOWNE CRIER

DATE

July 9, 20--



INCOMING CASH

THIS SLIP REPRESENTS

\$19,358.00

IN CASH (CURRENCY).

\$ \$ \$ \$ \$



The TOWNE CRIER

DATE

July 16, 20--



INCOMING CASH

THIS SLIP REPRESENTS

\$17,909.00

IN CASH (CURRENCY).

\$ \$ \$ \$ \$



The TOWNE CRIER

DATE

July 23, 20--



INCOMING CASH

THIS SLIP REPRESENTS

\$18,269.00

IN CASH (CURRENCY).

\$ \$ \$ \$ \$



The TOWNE CRIER

DATE

July 30, 20--



INCOMING CASH

THIS SLIP REPRESENTS

\$18,874.00

IN CASH (CURRENCY).

\$ \$ \$ \$ \$

PETTISVILLE POWER AND LIGHT COMPANY UTILITY BILL

Gold Mine Mall Pettisville, OH 43545-0176

Make checks payable to: Pettisville Power and Light Company

Make payment at: Pettisville Bank
101 Greenback Drive
Pettisville, OH 43553-0178

The Towne Crier
Information Circle Mall
Pettisville, OH 43553-0176

ACCOUNT NUMBER 8-5983	CITY SERVICES	
	Electricity	\$ 882.00
	Water	11.00
	Sewer	19.00
	Total	\$ 912.00

Keep this portion for your records

RETURN THIS REMITTANCE SLIP WITH PAYMENT

Due Date July 30, 20--

CONSUME
ENERGY
WISELY

Pettisville Power and Light Company

ACCOUNT NUMBER	TOTAL AMOUNT DUE
8-5983	\$ 912.00



The
TOWNE CRIER

***Unit 5 • Forms
Postal and Shipping
Services***

THE TOWNE CRIER
Address Labels & Postage Stamps

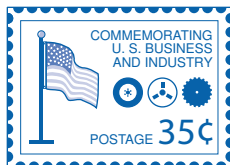
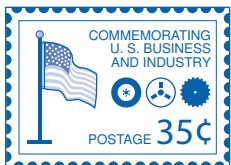
Use 1" x 2-5/8" White Address Labels
Example: Avery 5160® Laser OR equivalent
NOTE: When printing this .pdf document,
turn Acrobat's "Fit to Page" setting to OFF.

18 Wheeler Truck Lines
1208 Oshkosh Blvd.
Pettisville, OH 43553-0177

Buckeye Equipment
1313 Olentangy Road
Pettisville, OH 43553-0175

The Clothes Closet
61 Dungaree Drive
Pettisville, OH 43553-0178

Creative Advertising Agency
816 Corduroy Drive
Pettisville, OH 43553-0177



Pettisville Chamber of Commerce
101 Dungaree Drive
Pettisville, OH 43553-0178

Pettisville Chamber of Commerce
101 Dungaree Drive
Pettisville, OH 43553-0178

The Denim Maker
752 Gold Mine Lane
Pettisville, OH 43553-0176

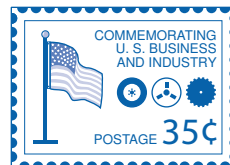
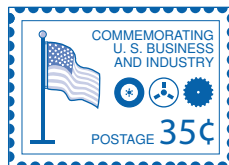
Hollywood & Vine Videos
2501 Kneepatch Avenue
Pettisville, OH 43553-0175

Lee Community Center
One Vale Street
Pettisville, OH 43553-0177

Mean Jeans Manufacturing Co.
45 Maple Street
Pettisville, OH 43553-0175

Nouveau Investment Company
440 Wall Street
Pettisville, OH 43553-0178

Passports-2-Go
728 Blazer Avenue
Pettisville, OH 43553-0177



International Reporters Assn.
16983 Via Tazon
San Diego, CA 92127-0164

Pettisville Bank
101 Greenback Drive
Pettisville, OH 43553-0178

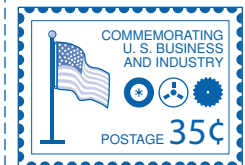
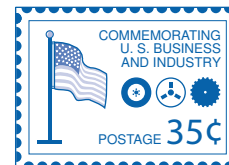
Pettisville Post Office
22 Stamp Street
Pettisville, OH 43553-0178

Popular Designs
2020 Carpenter Road
Pettisville, OH 43553-0176

Taylor Office Supplies
12 Rivet Street
Pettisville, OH 43553-0177

The Towne Crier
P. O. Box 276
Pettisville, OH 43553-0176

United Communications
Information Circle
Pettisville, OH 43553-0176



Detective Jaylene Guerreo
City of Cleveland
Police Department
1112 St. Augustine Road
Cleveland, OH 44146-2795

THE TOWNE CRIER
Return Address Labels

Use 1" x 2-5/8" White Address Labels
Example: Avery 5160® Laser OR equivalent
NOTE: When printing this .pdf document,
turn Acrobat's "Fit to Page" setting to OFF.

The Towne Crier
P. O. Box 276
Pettisville, OH 43553-0176

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Pettisville, OH 43553-0176

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Pettisville, OH 43553-0176

The Towne Crier
P. O. Box 276
Pettisville, OH 43553-0176

**POST OFFICE
TO ADDRESSEE**



ORIGIN (POSTAL USE ONLY)		
PO ZIP Code	Day of Delivery <input type="checkbox"/> Next <input type="checkbox"/> Second	Flat Rate Envelope <input type="checkbox"/>
Date In Mo. Day Year	<input type="checkbox"/> 12 Noon <input type="checkbox"/> 3 PM	Postage \$
Time In <input type="checkbox"/> AM <input type="checkbox"/> PM	Military <input type="checkbox"/> 2nd Day <input type="checkbox"/> 3rd Day	Return Receipt Fee
Weight lbs. ozs.	Int'l Alpha Country Code	COD Fee Insurance Fee
No Delivery <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday	Acceptance Clerk Initials	Total Postage & Fees \$

DELIVERY (POSTAL USE ONLY)		
Delivery Attempt Mo. Day	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Delivery Attempt Mo. Day	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Delivery Date Mo. Day	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Signature of Addressee or Agent X		
Name-Please Print X		

Mailing Label
Label 11-B May 2000

CUSTOMER USE ONLY

METHOD OF PAYMENT Express Mail Corporate Acct. No.	<input type="checkbox"/> WAIVER OF SIGNATURE (Domestic Only) I wish delivery to be made without obtaining signature of addressee or addressee's agent (if delivery employee judges that article can be left in secure location) and I authorize that delivery employee's signature constitutes valid proof of delivery. <input type="checkbox"/> NO DELIVERY <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday
Federal Agency Acct. No. or Postal Service Acct. No.	

FROM: (PLEASE PRINT) PHONE ()	TO: (PLEASE PRINT) PHONE ()
<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> { </div>	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> { </div>

FOR PICKUP OR TRACKING CALL 1-800-555-1811 www.usps.com

**POST OFFICE
TO ADDRESSEE**



ORIGIN (POSTAL USE ONLY)		
PO ZIP Code	Day of Delivery <input type="checkbox"/> Next <input type="checkbox"/> Second	Flat Rate Envelope <input type="checkbox"/>
Date In Mo. Day Year	<input type="checkbox"/> 12 Noon <input type="checkbox"/> 3 PM	Postage \$
Time In <input type="checkbox"/> AM <input type="checkbox"/> PM	Military <input type="checkbox"/> 2nd Day <input type="checkbox"/> 3rd Day	Return Receipt Fee
Weight lbs. ozs.	Int'l Alpha Country Code	COD Fee Insurance Fee
No Delivery <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday	Acceptance Clerk Initials	Total Postage & Fees \$

DELIVERY (POSTAL USE ONLY)		
Delivery Attempt Mo. Day	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Delivery Attempt Mo. Day	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Delivery Date Mo. Day	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Signature of Addressee or Agent X		
Name-Please Print X		

Mailing Label
Label 11-B May 2000

CUSTOMER USE ONLY

METHOD OF PAYMENT Express Mail Corporate Acct. No.	<input type="checkbox"/> WAIVER OF SIGNATURE (Domestic Only) I wish delivery to be made without obtaining signature of addressee or addressee's agent (if delivery employee judges that article can be left in secure location) and I authorize that delivery employee's signature constitutes valid proof of delivery. <input type="checkbox"/> NO DELIVERY <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday
Federal Agency Acct. No. or Postal Service Acct. No.	

FROM: (PLEASE PRINT) PHONE ()	TO: (PLEASE PRINT) PHONE ()
<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> { </div>	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> { </div>

FOR PICKUP OR TRACKING CALL 1-800-555-1811 www.usps.com



The
TOWNE CRIER

***Unit 6 • Forms
Borrowing Money***

**THE TOWNE CRIER DOES NOT
REQUIRE ANY FORMS FOR THIS UNIT.**



The
TOWNE CRIER

***Unit 7 • Forms
Advertising***





FOLD

FOLD





Information Circle Mall
 P. O. Box 276
 Pettisville, OH 43553-0176

The TOWNE CRIER

RATES CHART

FOR YOUR INFORMATION

Frequency of publicationweekly

Circulation12,000

COLUMN INCH DATA

- a 6-column newspaper has 126 column inches per page
- a double page has 252 column inches

NEWSPAPER RATES

Newsstand price.....\$1.00

Annual subscription rate (52 issues).....\$50.00

DISPLAY ADVERTISING ADS

21-column inch ad (black & white) @ \$5.00 per column inch
 (subject to usage discount)..... \$105.00

Full-page ad (black & white) 126 columns @ \$4.00 per column inch\$504.00

Black + 1 color\$100.00
 Flat 1-color charge is added for each color to the price of column inches

4-color\$300.00
 Flat 4-color charge is added to the price of column inches

CLASSIFIED (WANT AD) RATES

Per word charge, 1-issue appearance25¢

Per word charge, 2-issue appearance45¢

Per word charge, 3-issue appearance65¢

Per word charge, 4-issue appearance85¢

Minimum charge for a want ad\$3.00



The
TOWNE CRIER

***Unit 8 • Forms
Reports and
Business Plans***

AUDIT SUMMARY

The Towne Crier

Manager 1

Manager 2

1. What was the total on the display ad invoice you sent to The Clothes Closet on July 10? 1. _____
2. What was the total on the purchase order you sent to Taylor Office Supplies on July 10? 2. _____
3. The agreement you signed with Taylor Office Supplies to keep your FAX machine in good operating condition is called a _____. 3. _____
4. When a manager presents the VALUABLE COUPON along with a want ad, how much is the discount on the cost of the want ad? 4. _____
5. When counting words for a want ad, how many words would & COMPANY count? 5. _____
6. Name the file where a copy of a purchase order is kept until the item invoice is received. 6. _____
7. Name the file where want ads, display ads, and news articles are kept until they are published in the newspaper. 7. _____
8. What form lists the fees you charge for display ads and want ads? 8. _____
9. Name the file where incomplete work is placed at the end of a class period. 9. _____
10. Name the file where all completed work is placed. 10. _____
11. Is The Towne Crier a sole proprietorship, a partnership, a corporation, or a federal agency? 11. _____
12. What business sponsors the Western Roundup Days? 12. _____
13. A confidential financial statement listing the assets, liabilities, and net worth of a business is called the _____. 13. _____
14. The best way to remember an upcoming event is to make a notation on your _____. 14. _____
15. What are the publication dates for *The Towne Crier*? 15. _____
16. An important bookkeeping record used to record all receipts and payments of company money is called the _____. 16. _____
17. How many deposits have been recorded on your check register? 17. _____
18. After making a deposit, the last amount in the *cash balance column* of the cashbook and the amount written under *balance* in the _____ should be the same. 18. _____
19. What would the charge be for an 18-word want ad that appears in 3 issues of *The Towne Crier*? 19. _____
20. An appropriate salutation for a letter addressed to a company is _____. 20. _____



The
TOWNE CRIER

FINAL AUDIT

Manager 1

Manager 2

Instructions: The final audit is the last evaluation you will have as a manager in the model business community. Your Instructor will check to see that you have completed your daily activities for the month of July. Carefully review all of the documents listed. Then ✓ the left-hand column next to each item requested as you place the form in your Pending File. NOTE: Items with an asterisk (*) are available in an electronic version. If you are using the electronic version, you will need to print a copy.

✓	No.	Description	Date	Recipient	Grade
	1	Check Register*	July		
	2	Cashbook*	July		
	3	Appointment Calendar*	July		
	4	Payroll Register (ending July 13)	7/16		
	5	Payroll Register (ending July 27)	7/30		
	6	Bank Statement	7/30		
	7	<i>The Towne Crier</i> (July 9 issue)	7/09		
	8	<i>The Towne Crier</i> (July 16 issue)	7/16		
	9	<i>The Towne Crier</i> (July 23 issue)	7/23		
	10	<i>The Towne Crier</i> (July 30 issue)	7/30		
	11	Letter	7/11	Buckeye Equipment	
	12	Letter	7/24	Creative Advertising Agency	
	13	Purchase Order #5000	7/10	Taylor Office Supplies	
	14	3 Display Ad Invoices	7/10 7/17 7/24	The Clothes Closet Hollywood & Vine Videos Creative Advertising Agency	
	15	Telephone Bill	7/19	United Communications	
	16	Power and Light Co. Utility Bill	7/26	Pettisville Bank	
	17	Maintenance Contract	7/10	Taylor Office Supplies	
	18	Audit Summary	7/11	Instructor	
	19	Western Roundup Questionnaire Priority Seating Reservation	7/02 7/18	Instructor	
	20	New York Stock Exchange Guide	7/26	Instructor	
FINAL AUDIT GRADE ▾					



Information Circle Mall
 P. O. Box 276
 Pettisville, OH 43553-0176

The TOWNE CRIER

BUSINESS PLAN ■ TABLE OF CONTENTS

	PAGE NO.
I. INTRODUCTION	<input type="text"/>
A. Cover Letter.....	<input type="text"/>
B. Table of Contents	<input type="text"/>
C. Executive Summary	<input type="text"/>
II. BODY	<input type="text"/>
A. Description of the Business	<input type="text"/>
1. Background of the Business Idea	<input type="text"/>
2. Goals of the Business.....	<input type="text"/>
3. Products or Services	<input type="text"/>
4. Organization of the Business	<input type="text"/>
(a) Type of Business (merchandising; manufacturing; service)	
(b) Type of Ownership (sole proprietorship; partnership; corporation)	
(c) Type of Acquisition (new business; takeover; franchise)	
5. Location of the Business	<input type="text"/>
B. Marketing Plan	<input type="text"/>
1. Customer Profile	<input type="text"/>
2. Pricing and Sales	<input type="text"/>
3. Competition	<input type="text"/>
4. Advertising and Public Relations.....	<input type="text"/>
C. Management Plan	<input type="text"/>
1. Managing the Business	<input type="text"/>
2. Staffing the Business	<input type="text"/>
D. Financial Plan.....	<input type="text"/>
1. Start-up Costs	<input type="text"/>
2. Pro Forma Cash Flow Statement	<input type="text"/>
3. Pro Forma Statement of Income.....	<input type="text"/>
4. Pro Forma Balance Sheet.....	<input type="text"/>
5. Financing the Business	<input type="text"/>
III. APPENDIX	<input type="text"/>
A. Personal Resume.....	<input type="text"/>
B. Other Supporting Documents.....	<input type="text"/>



TOWNE CRIER

***Unit 9 • Forms
Human Resources***

MANAGER'S WEEKLY JOB PERFORMANCE EVALUATION

MANAGER _____, THE TOWNE CRIER

WORKWEEK ENDING: July 6 July 13 July 20 July 27 (CIRCLE ONE)

RATINGS	8 points – outstanding performance	4 points – average performance
	6 points – above average performance	2 points – needs improvement
	0 points – unacceptable performance	

ATTITUDE TOWARD WORK

- Shows an enthusiastic interest in work; is highly motivated to learn 8 _____
- Shows interest in work and has desire to learn 6 _____
- Shows moderate interest in work 4 _____
- Shows little interest or enthusiasm for work 2 _____
- Shows no interest in work or desire to learn 0 _____

TEACHER COMMENT:

ATTENDANCE AND PUNCTUALITY

- Never absent or late 8 _____
- Infrequently absent or late 6 _____
- Occasionally absent or late 4 _____
- Needs to improve attendance and punctuality 2 _____
- Excessively absent or late 0 _____

TEACHER COMMENT:

ABILITY TO FOLLOW INSTRUCTIONS AND USE REFERENCE MATERIALS

- Shows initiative in interpreting and following instructions and using references 8 _____
- Follows instructions and uses references with no difficulty 6 _____
- Usually follows instructions and uses references with little difficulty 4 _____
- Needs repeated detailed instructions 2 _____
- Refuses to follow instructions or use reference materials 0 _____

TEACHER COMMENT:

HUMAN RELATIONS SKILLS

- Extremely tactful and understanding when dealing with people 8 _____
- Usually poised, courteous, and tactful in dealing with people 6 _____
- Tries to be compatible with people 4 _____
- Needs to improve human relations skills 2 _____
- Disruptive and uncooperative when dealing with people 0 _____

TEACHER COMMENT:

QUANTITY AND QUALITY OF WORK

- Has an exceptional aptitude for doing neat, accurate work 8 _____
- Does more than the required amount of neat, accurate work 6 _____
- Does normal amount of acceptable work 4 _____
- Needs assistance to do acceptable work 2 _____
- Does little or no acceptable work 0 _____

TEACHER COMMENT:

TOTAL POINTS EARNED	<input style="width: 100%; height: 100%;" type="text"/>
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TOWNE CRIER

***Unit 10 • Forms
Investments***

89493B

CERTIFICATE NUMBER

COMMON STOCK



170

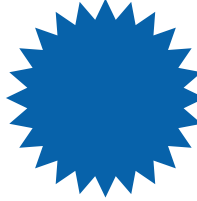
NUMBER OF SHARES

This Certifies that _____ is the registered holder of **One hundred seventy** _____ Shares of the Capital Stock of

MEAN JEANS MANUFACTURING CO.

transferable only on the Books of the Corporation by the holder hereof, in person or by Attorney upon surrender of this Certificate properly endorsed.

In Witness Whereof, the said Corporation has caused this certificate to be signed by its duly authorized officers and its Corporate Seal to be hereunto affixed this **10th** day of **November** 20 **--**



Diane N. Diener
Secretary-Treasurer

Brent E. Ryckener
President

89494B

CERTIFICATE NUMBER

COMMON STOCK



190

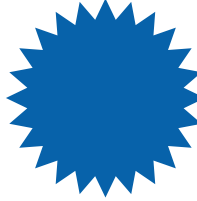
NUMBER OF SHARES

This Certifies that _____ is the registered holder of **One hundred ninety** _____ Shares of the Capital Stock of

MEAN JEANS MANUFACTURING CO.

transferable only on the Books of the Corporation by the holder hereof, in person or by Attorney upon surrender of this Certificate properly endorsed.

In Witness Whereof, the said Corporation has caused this certificate to be signed by its duly authorized officers and its Corporate Seal to be hereunto affixed this **10th** day of **November** 20 **--**



Diane N. Diener
Secretary-Treasurer

Brent E. Ryckener
President

NEW YORK STOCK EXCHANGE GUIDE

Most Active on NYSE

Wednesday, June 10, 20--

①	②	③	④	⑤	⑥
Symbol		Current Price	Price Change	% Change	Volume (millions)
<u>LU</u>	LUCENT TECHNOLOGIES	17.625	+0.812	+4.83%	34.8205
<u>NT</u>	NORTEL NETWORKS CORP	31.938	+0.312	+0.99%	29.0609
<u>T</u>	AT&T CORP	23.125	+0.625	+2.78%	25.9774
<u>GE</u>	GENL ELECTRIC	44.688	+0.062	+0.14%	24.8026
<u>VOD</u>	VODAFONE GROUP PLC	32.750	-0.250	-0.76%	24.3758
<u>MOT</u>	MOTOROLA, INC	21.188	+0.500	+2.42%	19.0861
<u>NOK</u>	NOKIA CORP ADS	39.562	+0.250	+0.64%	17.8829
<u>AOL</u>	AMERICA ONLINE	44.890	+2.040	+4.76%	17.6686
<u>EMC</u>	EMC CORP	68.688	+4.938	+7.75%	15.8258
<u>C</u>	CITIGROUP INC	53.938	+1.750	+3.35%	15.258

- ① The corporation's stock ticker symbol. For example, LU is the abbreviation for Lucent Technologies
- ② The name of the corporation that issued the stock
- ③ The last or closing price at which a sale was made
- ④ The difference between the last price for this day and the last price yesterday
- ⑤ The percent of change between the last price for this day and the last price yesterday
- ⑥ The number of shares traded on this day — expressed in millions

ASSIGNMENT

MANAGER'S NAME _____

NAME OF THE CORPORATION
WHOSE STOCK I WISH TO FOLLOW _____

ABBREVIATED STOCK TICKER
SYMBOL FOR THE CORPORATION _____

Date	Last/Closing Price	Increase or Decrease



Mean Jeans Manufacturing Co.
45 Maple Street
Pettisville, OH 43553-0175

Notice of Annual Meeting of Stockholders July 23, 20--

The Annual Meeting of Stockholders of MEAN JEANS MANUFACTURING CO. will be held in the auditorium, Building C, at the headquarters of the Company at 45 Maple Street, Pettisville, Ohio, on Monday, July 23, 20--, at 7:30 p.m. for the following purposes:

1. To elect a Board of thirteen Directors of the Company. Nominees are J. A. McKenna, W. D. Brewer, P. J. Ayers, B. R. Locke, L. J. Loehmann, R. L. Miles, E. L. Kivett, H. L. Helms, T. M. Meekma, J. V. Fernandez, R. A. Melaas, G. C. Roush and F. S. Tiesi.
2. To consider and vote upon the ratification of the appointment of Ernest Albertson & Co. as independent public accountants for the company for the next fiscal year.
3. To transact such other business as may properly come before the meeting or any adjournment thereof.

The Proxy card which accompanies this letter provides additional information relating to the above matters.

The Board of Directors has fixed the close of business on July 21, 20--, as the record date for the determination of stockholders entitled to notice of and to vote at this meeting of any adjournment thereof. The stock transfer books will not be closed.

If you cannot attend the stockholder's meeting, please cast your vote by completing a proxy card. Your proxy should be mailed to the Mean Jeans Manufacturing Co. no later than Friday, July 20.

By order of the Board of Directors.

Diane N. Diener
Diane Diener
Secretary-Treasurer

July 15, 20--

PROXY CARD

MEAN JEANS MANUFACTURING CO. • SOLICITED BY THE BOARD OF DIRECTORS

The undersigned hereby appoints Brent Rychener and Diane Diener, and each of them with full power of substitution, to represent and vote the stock of the undersigned at the Annual Meeting of Stockholders of MEAN JEANS MANUFACTURING CO. to be held on July 23, 20--, and at the adjournment thereof, as follows:

The Board of Directors recommends a vote "FOR" proposals 1 and 2.

1. Election of Directors

FOR nominees listed below (except as marked to the contrary below) **WITHOUT AUTHORITY**

J. A. McKenna, W. D. Brewer, P. J. Ayers, B. R. Locke, L. J. Loehmann, R. L. Miles, E. L. Kivett,

T. M. Meekma, J. V. Fernandez, R. A. Melaas, G. C. Roush, and F. S. Tiesi

Instruction: To withhold authority to vote for any individual nominee, write that nominee's name here:

2. Ratification of the appointment of Ernest Albertson & Co. as independent public accountants for the Company for the next fiscal year.

FOR

AGAINST

ABSTAIN

3. In their discretion on such other matters as may properly come before the meeting or any adjournment thereof.

FOLD ALONG DASHED LINES WITH ADDRESS SHOWING. TAPE EDGES. MAIL. POSTAGE IS PREPAID.

This proxy will be voted as specified by the stockholder, BUT IF NO CHOICE IS SPECIFIED, IT WILL BE VOTED "FOR" PROPOSALS 1 and 2.

The undersigned acknowledges receipt of notice of said Annual Meeting and of the accompanying Proxy Statement dated July 15, 20--.

Dated _____, 20--

(SEAL)

(SEAL)

NUMBER OF SHARES _____

Please sign proxy exactly as your name appears hereon.

PLEASE MARK, DATE, SIGN, AND RETURN THIS PROXY PROMPTLY.

FOLD ALONG DASHED LINES WITH ADDRESS SHOWING. TAPE EDGES. MAIL. POSTAGE IS PREPAID.

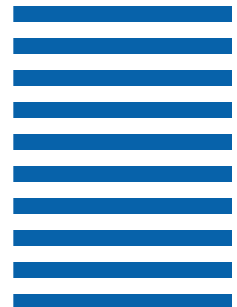
NO POSTAGE
NECESSARY IF
MAILED IN THE
MEAN JEANS
BUSINESS
COMMUNITY

BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO 0000 PETTISVILLE OH

POSTAGE WILL BE PAID BY ADDRESSEE

MEAN JEANS MANUFACTURING CO.
45 MAPLE STREET
PETTISVILLE, OH 43553-0175





Other Forms Newspaper File

- 1) Layout Forms***
- 2) Articles***
- 3) Clip Art***



Founded 1927

THE TOWNE CRIER

Pettisville, Ohio

VOLUME 64

JULY 9, 20--

ONE DOLLAR

ISSUE 28

FIVE-DAY WEATHER FORECAST

Monday Hi / Low /	Tuesday Hi / Low /	Wednesday Hi / Low /	Thursday Hi / Low /	Friday Hi / Low /



A WEEK ON WALL STREET

July 2-6

LOCAL MARKET:

Corporation	Ticker Symbol	High for Week	Low for Week
The Denim Maker	DNM	69.375	69.125
Mean Jeans Manufacturing Co.	MJM	57.5	56.3125
United Communications	UNC	46.0625	45.25

MOST ACTIVES:

Corporation	Ticker Symbol	High for Week	Low for Week



Founded 1927

THE TOWNE CRIER

Pettisville, Ohio

VOLUME 64

JULY 16, 20--

ONE DOLLAR

ISSUE 29

FIVE-DAY WEATHER FORECAST

Monday Hi / Low /	Tuesday Hi / Low /	Wednesday Hi / Low /	Thursday Hi / Low /	Friday Hi / Low /



A WEEK ON WALL STREET

July 9-13

LOCAL MARKET:

Corporation	Ticker Symbol	High for Week	Low for Week
The Denim Maker	DNM	68.25	68.875
Mean Jeans Manufacturing Co.	MJM	58.00	54.0625
United Communications	UNC	48.5	47.5

MOST ACTIVES:

Corporation	Ticker Symbol	High for Week	Low for Week



Founded 1927

THE TOWNE CRIER

Pettisville, Ohio

VOLUME 64

JULY 23, 20--

ONE DOLLAR

ISSUE 30

FIVE-DAY WEATHER FORECAST

Monday Hi / Low /	Tuesday Hi / Low /	Wednesday Hi / Low /	Thursday Hi / Low /	Friday Hi / Low /



A WEEK ON WALL STREET

July 16-20

LOCAL MARKET:

Corporation	Ticker Symbol	High for Week	Low for Week
The Denim Maker	DNM	68.875	68.5
Mean Jeans Manufacturing Co.	MJM	57.375	57.00
United Communications	UNC	46.75	46.125

MOST ACTIVES:

Corporation	Ticker Symbol	High for Week	Low for Week



Founded 1927

THE TOWNE CRIER

Pettisville, Ohio

VOLUME 64

JULY 30, 20--

ONE DOLLAR

ISSUE 31

FIVE-DAY WEATHER FORECAST

Monday Hi / Low /	Tuesday Hi / Low /	Wednesday Hi / Low /	Thursday Hi / Low /	Friday Hi / Low /



A WEEK ON WALL STREET

July 23-27

LOCAL MARKET:

Corporation	Ticker Symbol	High for Week	Low for Week
The Denim Maker	DNM	69.25	68.5
Mean Jeans Manufacturing Co.	MJM	56.375	55.3125
United Communications	UNC	46.125	46.00

MOST ACTIVES:

Corporation	Ticker Symbol	High for Week	Low for Week

NEWSPAPER ARTICLES (Required)

NEW & NOTEWORTHY

'COWPOKES' ROUNDING UP WESTERN GARB

Cowboy hats, boots, and other western apparel are in great demand right now. That is, if you plan to attend Western Roundup Days on July 27 and 28.

Merchants are hard at work to make this annual event the best ever. Businesses are making plans now for special sidewalk sales and daily drawings.

"This event offers something for everyone," stated Jerry Sherman, president of the Pettisville Chamber of Commerce. Western Roundup Days will begin with a kickoff parade on Friday, July 27, followed by an ox roast, volleyball games, and horseshoe matches.

Saturday's activities include special store events, an electronic games contest, an auction, a fishing contest, and a rodeo.

On Saturday evening there will be a square dance at the community park followed by a spectacular display of fireworks at 11 p.m.

July 9 issue / OK to print

IN THE NEWS

PATE WINS CLOSE ELECTION

On July 3 Dr. Leon Pate patiently awaited the election returns to discover that he had become the new mayor of Pettisville, narrowly defeating Ms. Jean Schindler.

Election officials confirmed that Pate defeated Schindler by fewer than 100 votes. "It was a very close race. The people who worked for my election were concerned with improving city services," Pate stated.

Pate said that there would be no immediate changes with his administration. Top priority will be given to choosing a new city engineer and improving garbage collection services.

July 9 issue / OK to print

NEW & NOTEWORTHY

STRAWBERRIES! STRAWBERRIES!

Fresh strawberries, homemade short-cake, and a wide variety of homemade cakes and strawberry desserts were just some of the treats enjoyed by those who attended the annual Strawberry Festival sponsored by Lee Community Center July 13-14.

Participants were also treated to the talents of the Pettisville High School Marching Band during serving hours on Friday and to the talents of country & Western singer Rhett Armstrong during serving hours on Saturday.

July 16 issue / OK to print

NEW & NOTEWORTHY

CHARITY CAMPAIGN NEARS GOAL

Contributions for the annual Pettisville Charity Campaign continue to climb during July. The campaign's total receipts as of July 20 were \$16,122. Sponsors are hopeful they will reach their \$25,000 goal by the September 1 deadline.

Pettisville businesses making contributions between July 9 and July 20 include:

- Rupp Auto Sales, \$200
- United Communications, \$2,000
- Golden Pheasant Restaurant, \$425

Contributions may be mailed to:

- Pettisville Charity Campaign
- 92 Information Circle
- Pettisville, OH 43553-0177

July 23 issue / OK to print

NEWSPAPER ARTICLES (Optional)

IN THE NEWS

U.S. ECONOMY BOOMING

The U.S. economy grew at a healthy rate of 2.3 percent during the second quarter of this year, says a recent government report.

The increase in the gross national product from April to June was more than 1 percent higher than anticipated.

Most of the increase resulted from new home sales and consumer spending increases. The jump in new home sales occurred because of falling home mortgage rates. New car sales got a shot in the arm with a 17.8 percent increase during the second quarter.

Analysts expect continued growth in the economy during the second half of the year.

Use in any issue / OK to print

IN THE NEWS

U.S. SCHOOLS ENCOURAGING DRESS CODES

Schools across the U.S. are implementing new dress codes for their students. Items covered in the dress codes involve restrictions on shoes, clothing, and jewelry.

Both public and private schools enforce regulations on dress. Many private school students wear school uniforms. Now some public schools are requiring their students to wear school uniforms—with support from parent and teacher groups.

“When schools expect students to adhere to dress codes, behavior improves,” says Hilda Ramos, a high school principal in Sioux City, Iowa. Ann Rodgers, a high school principal in Valdosta, Georgia, says that schools should also expect teachers to follow dress codes.

“I like having a dress code at my school,” states Carlotta Lopez of Sprayberry High School in Marietta, Ohio, “because I think we all want to look our best!”

Use in any issue / OK to print

NEW & NOTEWORTHY

COMPUTER WORKSHOPS SLATED FOR AUGUST

Taylor Office Supplies is pleased to offer workshops on Saturday, August 4, and Saturday, August 11, to teach the basic operation of personal home computers. Classes will meet from 8 a.m. to 11 a.m.

Registration is limited to 10 people per class. The registration fee is \$55.

Use in any issue / OK to print

NEW & NOTEWORTHY

CPR & MONEY MANAGEMENT CLASSES OFFERED

Lee Community Center will be offering two special classes during August.

The CPR (Cardiopulmonary Resuscitation) class will meet on Thursday evenings from 8 p.m. to 9 p.m. beginning August 8 running for six weeks. The registration fee is \$25.

The Money Management class will meet on Tuesday evenings from 7 p.m. to 8 p.m. beginning August 4 and will run for four weeks. The registration fee is \$60.

Use in any issue / OK to print

NEW & NOTEWORTHY

OPEN HOUSE PLANNED FOR AUGUST 16

Taylor Office Supplies has announced it will host a special open house to introduce a revolutionary laptop computer to its customers. Representatives from High Tech, Inc., manufacturers of the new 8-pound computer, will be on hand to give demonstrations.

The open house is scheduled for Thursday, August 16, from 9 a.m. to 9 p.m. Door prizes will be given away, and there will be refreshments and free gifts for everyone.

Use in any issue / OK to print

Instructions: *The Towne Crier* regularly publishes the 5-day weather forecast. The graphics below are to be cut out and pasted up to create that feature. Be sure to write in the Hi/Low temperatures for each day in the space provided in the chart. NOTE: If you are using a computer, these same graphic elements are available in the Clip Art folder in your company folder.



Sunny



Sunny



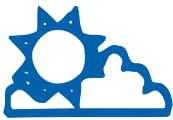
Sunny



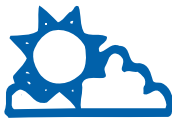
Sunny



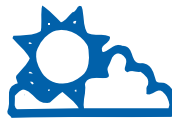
Sunny



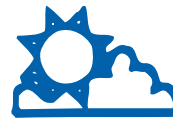
Fair



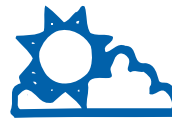
Fair



Fair



Fair



Fair



Cloudy



Cloudy



Cloudy



Cloudy



Cloudy



Showers



Showers



Showers



Showers



Showers



Rain



Rain



Rain



Rain



Rain



Flurries



Flurries



Snow



Snow



Snow

Instructions: As with most newspapers, *The Towne Crier* carries classified ads. When laying out your newspaper dummy, use the classified ads below by cutting them out and including them in your pasteup. Some headlines are also provided. NOTE: If you are using a computer, these same graphic elements are available in the Clip Art folder in your company folder.



Sports

BUCKEYE BRONCOS BEAT
DENIM MAKER ROCKETS



In The News

FIRE DAMAGES
POPULAR DESIGNS



In The News

FABRIC WORKERS
LOCAL 804 STRIKE

Classifieds

Greenery, Inc.



EVERGREEN TREES

COLORADO SPRUCE • WHITE & AUSTRIAN PINE
These handsome evergreens display rich green foliage year round. Plant several to form an attractive windbreak.

REGULARLY \$5.99 EACH • NOW

\$3.99 EA.



COLORFUL PERENNIALS

OVER 25 VARIETIES • REGULARLY 99¢ EACH
Ajuga, Aster, Carnation, Foxglove, Iris, and more —

All growing in 3-1/2" containers.

79¢ EACH

VALUABLE COUPON

This coupon is good for one FREE
10-word Classified Ad in *The Towne Crier*.

Value of this coupon is limited to a 10-word, one-issue classified ad (\$2.50). Attach this coupon to your want ad draft. If your want ad exceeds 10 words, deduct \$2.50 from the total cost of the ad.



To place your ad
Call Classified at
419-555-0122
or Come in Person to

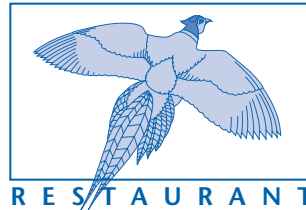


The Towne Crier

Coupon Expires July 31, 20--

Only this original coupon is valid.
No reproductions will be honored.

THE GOLDEN PHEASANT



RESTAURANT

Located in the
Maumee River Mall, Toledo

STEAK, SEAFOOD
DUCK, PHEASANT,
AND QUAIL
CATERING
BANQUET FACILITIES
FOR 300
THE TIMBERS LOUNGE
ENTERTAINMENT

555-0149

When Bugs Appear, Don't Fear ... Wilbur's Here!



Call MOUSE-N-LOUSE
EXTERMINATING SERVICE
EXTERMINATING AND
EXTERIOR CLEANING SERVICE

Complete Termite & Pest Control

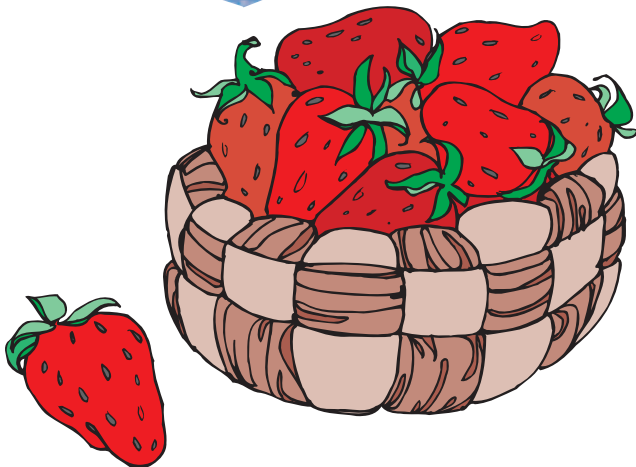
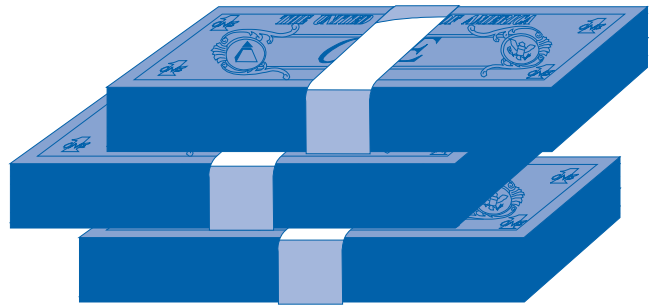
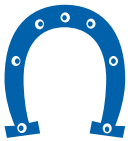
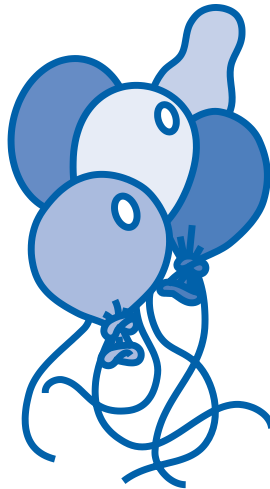
Serving Pettisville and
Surrounding Communities
For over 25 years

555-0144
Wilbur Owens, Proprietor

Instructions: When laying out your newspaper dummy, you may find that you have two columns of unequal length. The empty space in the shorter column can be filled with decorative art. An assortment of clip art pieces is included on this form for you to cut and paste into your layout. NOTE: If you are using a computer, these same graphic elements are available in the Clip Art folder in your company folder.

NEW & NOTEWORTHY

IN THE NEWS



Western Roundup Days