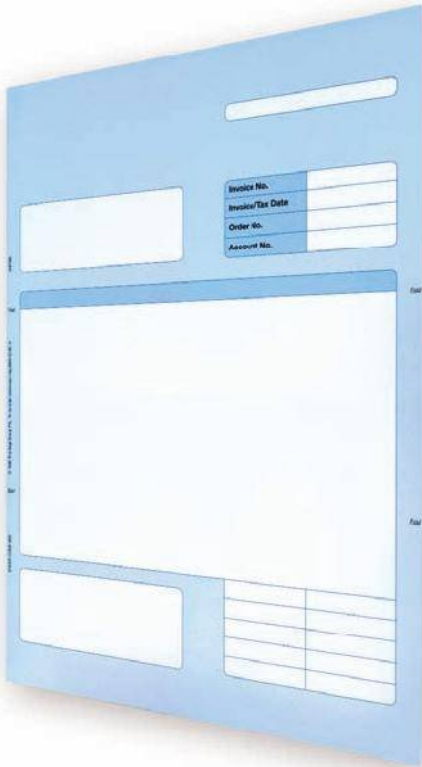


Sage Standard Business Forms

Standard Invoices

Inform your customers of the payments due with these Standard forms.



Standard Invoice/Delivery Notes

Give your customers notification of the payments due and goods dispatched.

Standard Statements/Remittance Advice

Both the Statement and the tear-off Remittance are included on one sheet.

STATEMENT

To: A/c Ref.
Date: Page:

Date	Ref.	Details	Debit	Credit

Current	30 Day	60 Day	90 Day	120+ Day

Amount Due

REMITTANCE ADVICE

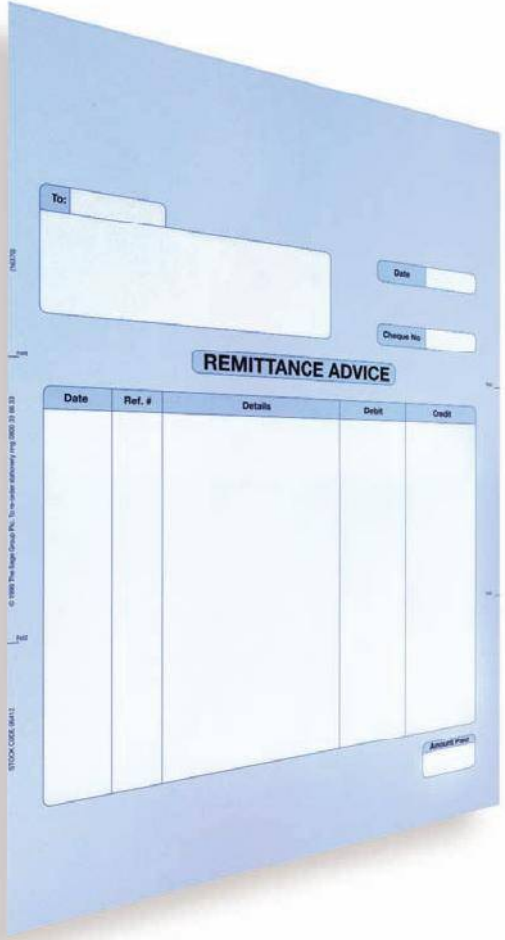
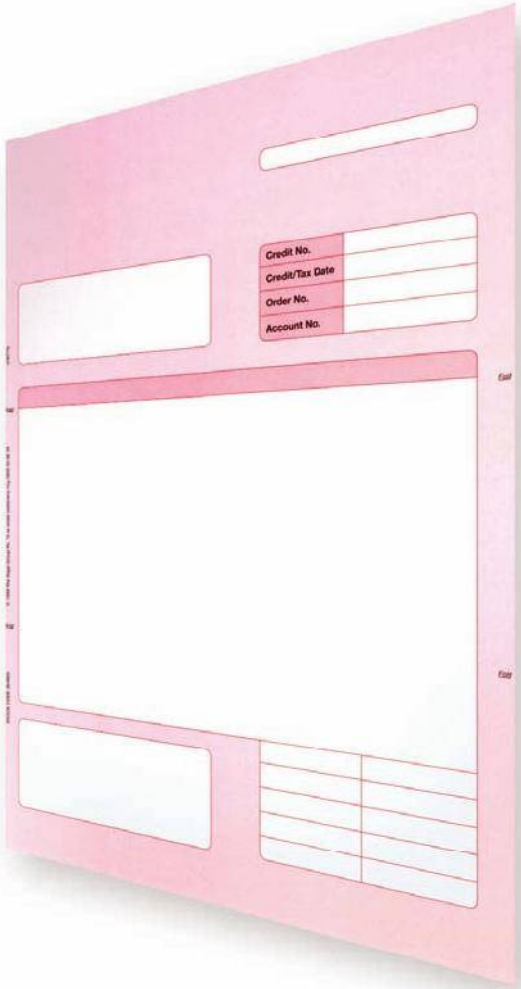
From: A/c Ref.
Date: Page:

Date	Details	Debit	Credit

Amount Due

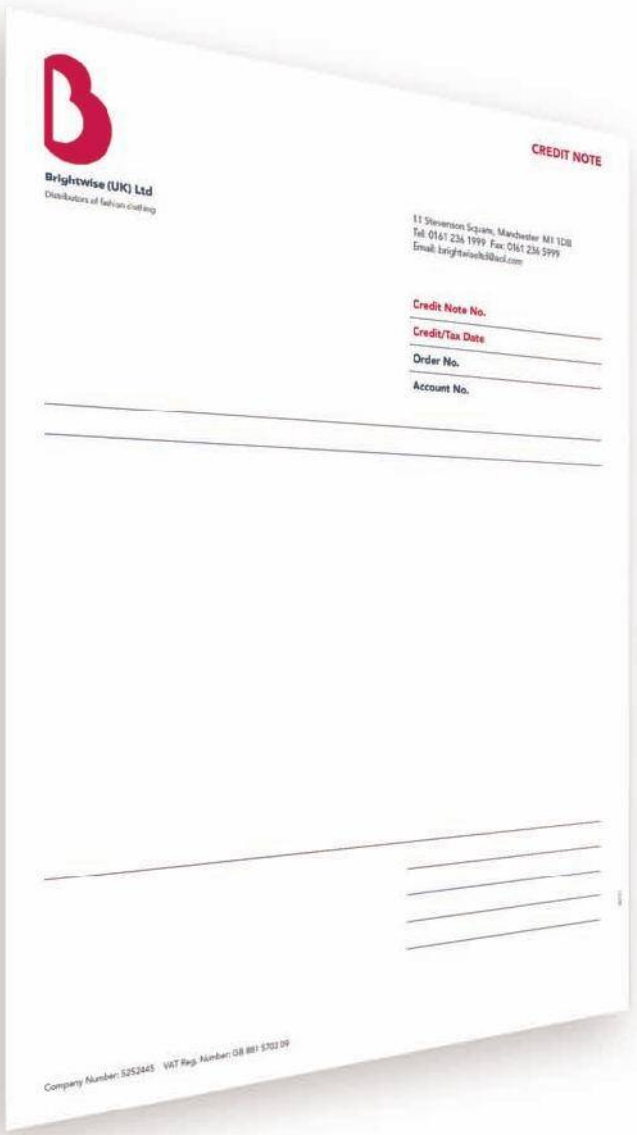
Standard Remittance

Remittance Advices are used to detail payments to your suppliers. They remove the need to send suppliers a covering letter with your payment.



Standard Credit Notes

Credit Notes are used to cancel individual invoice items, or a whole invoice. Pre-printed in red, your customers will never mistake them for Invoices.



Choose customised stationery for the ultimate in choice, flexibility and professionalism. And because the stationery comes from Sage, it's been designed by experts to work perfectly with your Sage software.

You can tailor Sage Stationery to your exact requirements, giving you complete control over:

- Typefaces and layout
- Terms and Conditions
- Number of parts (laser or continuous)
- Colours
- Logos and design
- Paper colour and size



? **DO YOU NEED A LOGO**
Tailor your stationery exactly to your requirements. Choose your own Typeface, Colours, Size, Paper...

Sage Customised Business Forms

Our complementary stationery supplies range includes letterheads, compliment slips and business cards – and it's compatible with your printer.





TAILORMADE STARTER PACKS

Customised Starter Packs

For the growing business, we offer a Customised Starter Pack. This comprises five key pieces of stationery custom-designed to your company requirements.

The business starter pack is ideal for new and growing businesses and contains:

- 200 A4 laser customised invoices
- 200 A4 laser customised statements
- 200 A4 laser letterheads
- 200 compliment slips
- 200 business cards

Sage Custom Cheques 2007

Imagine the impact that cheque fraud could have on your business. Cheque fraud techniques have become more sophisticated, so your company cheques need to be more secure than ever. Sage Custom Cheques 2007 come with remittance forms and have an exemplary record in preventing cheque fraud.



APACS ACCREDITED CHEQUE PRINTER 9533



WHY USE SAGE CUSTOM CHEQUES 2007?

Attempted fraud is up 59%, actual fraud is up 25% and Average counterfeiting fraud is £66,000.

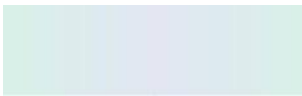
2003 figures

Sage Custom Cheques 2007 - Design

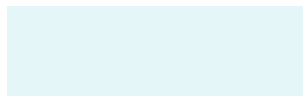
Sage Custom Cheques 2007 counteract cheque fraud by using the latest security technology available with your company name and/or logo printed throughout, the cheques are unique to you and fully reflect your company branding and enhance your reputation.

Available Background Covers

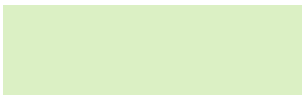
CC 13



CC 15



CC 16



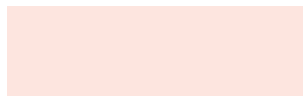
CC 17



CC 20



CC 22



Available Design Styles

Style A



Skyline and your name

Style B



Single large name

Style C



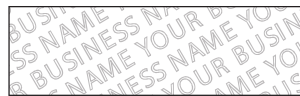
Logo/name repeated

Style D



Single large logo/name

Style E



Diagonal logo/name

Style F



Wavy logo/name

Sage Custom Cheques - Maximum Security

Detailed below is the range of security features incorporated on our Custom Cheques

The diagram shows a cheque form with the following fields and features:

- Header:** your business name/logo, Your address, Your street, Your town, Your telephone
- Transaction Table:**

CHEQUE DATE	CHEQUE NUMBER			
TRANSACTION	TRANSACTION NUMBER	TRANSACTION TYPE	DETAILS	AMOUNT
- Business Information:** Your business name/logo, Your address, HIGH STREET BANK PLC, 00-00-00
- Payable Information:** PAY, Date, £
- Security Features:**
 - Watermarked CBS1 Security Paper:** Located at the top left.
 - Remittance Protect:** Located at the top right.
 - NEW Hologram Guard Overprint:** Located on the left side of the transaction table.
 - Hologram:** Located on the left side of the business information.
 - NEW Toner Secure:** Located on the right side of the transaction table.
 - Corporate Numismatic Fugitive:** Located on the right side of the business information.
 - NEW Heat Reactive Spot:** Located on the left side of the payable information.
 - Solvent Security Ink:** Located on the right side of the payable information.
 - Microtext (Extra fine):** Located at the bottom left of the MICR line.
 - Aqua Security Ink:** Located on the right side of the MICR line.
 - NEW Validate Number:** Located at the bottom left of the MICR line.
 - Micro-numismatic (Invisible UV):** Located at the bottom left of the MICR line.
 - MICR Number (Invisible UV Protected):** Located at the bottom center of the MICR line.
 - Laser Design Fugitive Technology:** Located at the bottom right of the MICR line.



APACS ACCREDITED CHEQUE PRINTER 9533

Gift Vouchers

We all know attracting new customers and increasing sales is vital to the success of any business. At Sage, we're constantly developing new ways to help you achieve these goals and enable you to grow your business.

Choose from fusion or sparkle backgrounds or design your own with an image that represents your company. We also offer a wide range of voucher cards - providing you with the complete package.



ADVANCED SECURITY
Our gift vouchers are equipped with all the latest security measures.

Sage Gift Vouchers benefit from advanced security features:

- **Watermarked CBSI security paper**
- **Hologram invisible UV**
- **Microtext**
- **Thermochromic ink.**

You may want to customise the vouchers to launch a new product or service or to thank your best customers for their ongoing support. This may be a free nail polish with a luxury manicure, a free oil check when they next service their car or 10% off their next purchase.

Type	Pack 1	Pack 2	Pack 3	Pack 4	Pack 5
Vouchers	1000	2000	3000	4000	5000
Cards	500	1000	1500	2000	2500
Wallets	500	1000	1500	2000	2500
Pack Price (£)	493	711	934	1134	1350



£

A SELECTION OF VOUCHER CARDS

included in price

Sage Payslips

Sage Payroll Forms give you options. Choose from a range of styles that offer the look and security you require. Plus, with Sage, you can be sure you're paying the best price, no matter how many you need.

Self-Seal Mailer

- Folded and sealed with self-seal strips – no need for a self-seal machine or envelopes
- Available in laser format only



Sage Payroll Forms

Employee No.	Employee Name	Process Date	National Insurance Number
Payments		Deductions	Amount
Units	Rate	Amount	
This Period		Year To Date	
			Net Pay

PLEASE KEEP THIS PAY ADVICE IN A SAFE PLACE. IT MAY BE REQUIRED FOR THE PURPOSE OF SELF-ASSESSMENT. ©

PATENT No. 2 107 668

PRIVATE & CONFIDENTIAL

Payslip Plus Mailer

- Employee copy is contained in a secure envelope ready for posting or internal distribution
- Available in continuous format only
- Available in blue or green

Security Payslip

- Specially prepared backing paper ensures confidentiality and means there's no need to use envelopes
- Available in continuous format only

COMPANY NAME

PRIVATE & CONFIDENTIAL
IF FOUND PLEASE RETURN TO THE PAYROLL DEPARTMENT

COMPANY NAME

PLEASE KEEP THIS PAY ADVICE IN A SAFE PLACE. IT MAY BE REQUIRED FOR THE PURPOSE OF SELF-ASSESSMENT AND WORKING FAMILY TAX CREDIT ©

DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT

DATE DEPT. PAY POINT TAX CODE EMPLOYEE NO. EMPLOYER NAME NET PAY

STOCK CODE 6838 © 2000 The Sage Group Plc. To re-order stationery ring 0800 33 66 33
 PATENT No. 2 197 868
 PATENT No. 2 318 762
 PATENT No. 2 313 807
 STOCK CODE 6838 © 2000 The Sage Group Plc. To re-order stationery ring 0800 33 66 33
 PATENT No. 2 197 868
 PATENT No. 2 318 762
 PATENT No. 2 313 807

Payslips Plus

- A larger format payslip
- Ideal for showing Working Family Tax Credit and Student Loan information
- Option to print employee's name and address



Pay Envelope Plus

- Post out payslips with the external envelope or use the internal option with just the employee name showing

Standard Payslips

- Show information clearly
- Save you time by using your software and stationery hand in hand



Pay Envelope

- Only the employee's name can be seen through the envelope window
- Self-sealing
- Specially designed for use with Sage Payslips