



Gale Business Forms

GETTING DOWN TO BUSINESS IS EASIER THAN EVER

Most entrepreneurs or people opening a business encounter the same challenge... it's in the paperwork. They may know that they need to file forms to become an LLC, they may realize that they need contractors and employees to sign Confidentiality and Nondisclosure agreements, and, to buy products from other vendors, they may need a Bill of Sale... but where do they find all of these official documents? Sure, the Web may offer some of them, but the ones they find online may be outdated – or in most states, the forms required are state-specific. Now, thanks to a new product called *Gale Business Forms* – business owners can point-and-click their way to the forms they need.

With *Gale Business Forms*, startups, entrepreneurs and even students studying business can have access to hundreds of customizable business documents that are available 24/7 because they're online. Thanks to a user-friendly interface, users can go right to the forms they need, without spending hours in the library making photocopies.

WE'RE ALL BUSINESS, ALL THE TIME

What makes *Gale Business Forms* unique is that we're all business, all the time. These are business-only forms – the same ones available from our flagship product *Gale Legal Forms* – only users won't need to sort through forms that may not be relevant to their business, such as divorce documents or living wills. And just like *Gale Legal Forms*, these documents are approved by law firms and are state specific, so users can be sure they're filing the correct documents. This resource contains the forms that small businesses need the most, such as copyright, employment, financial statements, incorporation, partnership dissolution, LLC, taxes, and more.

WHEN YOUR AREA OF EXPERTISE IS YOUR BUSINESS – NOT FILLING OUT FORMS

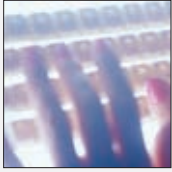
Standard legal tasks such as filing patents and trademarks may not require the full services of an attorney, thanks in part, to *Gale Business Forms*. This online resource delivers everything business owners need to take charge of their legal affairs with confidence. No special skills or extensive knowledge of the law is required because *Gale Business Forms* offers an easy-to-use, step-by-step



▲ Dozens of small business forms are easily accessed from the home page



▲ Personal business forms - such as balance sheet deposits - are included in the small business forms package



FOR MORE INFORMATION:

Please contact your Gale Representative.

In the U.S. and Canada:
1-800-877-GALE or visit www.gale.com

Outside the U.S. and Canada: Visit www.gale.com/world for a list of Distributors and Sales Offices.

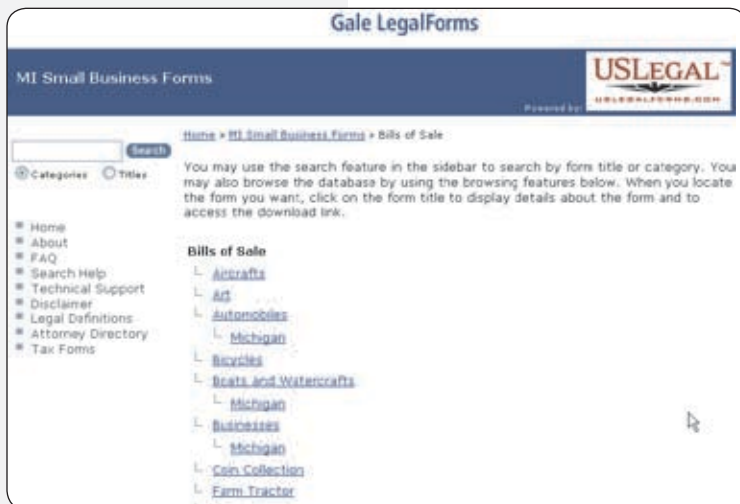
approach to addressing complex legal matters. Users can simply locate the business form they want by using any of the links found on the home page. They can then choose the desired format (forms are guaranteed to be available in at least two formats) and save the form to their computer. They can then edit the form by entering all the relevant information, or can save it or email it to another address. *Gale Business Forms* allows users to focus on what they do best – running their business – instead of filling out forms.

WHAT STATE IS YOUR BUSINESS IN?

No matter what state your business is in (searching for a location, hiring employees, ready to open the doors) or what state you're in (from Alabama to Connecticut, from Michigan to Oregon) *Gale Business Forms* has you covered. Users can choose professionally drafted state-specific documents in the following categories:

- Arbitration
- Assumed Names
- Auctions
- Banking
- Bills of Sale
- Business Sales
- Buy Sell

- Collections
- Confidentiality and Nondisclosure
- Consents
- Construction
- Contracts
- Copyrights Patents and Trademarks
- Corporations
- Distributorships
- Employment
- Franchises
- Guaranty
- Insurance
- Landlord Tenant
- Leases
- Letters
- Liens
- Limited Liability Companies
- Loans and Lending
- Partnerships
- Power of Attorney
- Promissory Notes
- Releases
- Small Business
- Technology



▲ Bills of Sale are available for patrons looking to sell everyday items like art, cars, bicycles, and more



▲ All forms are easily downloaded and completed in the most commonly used applications such as Word