

# FACT SHEET

## COMPUTER STATIONERY AND BUSINESS FORMS

Specialists in the supply of these products since 1974, CDP have grown to become one of the leading UK distributors in this market.

### What are Business Forms?

Business Forms & Computer Stationery are a broad but highly specialised product range from CDP. They cover virtually any form that needs further processing on an impact, digital, or laser printer. Such processing can cover Invoicing, Statements, Salary Advice, Reminders, Delivery Notes, etc. The key aspect when producing Computer Stationery & Business Forms is the ability to guarantee that the form will perform well on your printer. The critical combination of utilising the correct paper and printing inks is an area where CDP have over 30 years solid experience.

### Are Computer Stationery & Business Forms for me?

Yes! Every organisation uses a business form in one way or another. Some of the ways companies use these are as follows:

Consignment Notes	Invoicing
Letterheads	Delivery Notes
Statements	Salary Advice
Hospital Forms	Bill of Sale
Passes	Cheques
Credit Notes	Contracts
Vouchers	Direct Mail
Order Acknowledgement	

### Tell me more...

- Listing papers

Plain, music ruled, or "specials" with company logo, with half inch green bands, or your own unique design.

Single or multi-part.

Woodfree, mechanical chlorine free, or recycled papers.

Papers suitable for laser or impact printers.

- Bespoke continuous computer forms. These are designed to suit your own particular requirements in terms of size, paper type and weight, number of colours, etc. We offer a re-design service on such forms to help give our customers an enhanced corporate image. Examples of these types of forms include - Purchase Orders, Order Acknowledgements, Despatch Notes, Invoices, Statements, etc.

- Forms for laser and inkjet printers. These are produced using laser and inkjet guaranteed papers, and can be supplied as fan folded packs, on reel, or as sheets, depending on your processing requirements. Please also see our Fact Sheet on "Cut Sheet Laser and Inkjet Stationery".



**CDP**  
Print Management

- Bar coded and numbered forms. (e.g. Consignment Notes, Hospital Forms, Tickets, etc).
- Cheques and bank giro credit slips – with or without letterhead.
- Cut sets, books & pads. Although these forms tend to be completed manually, they can include special features such as perforations, hole punches, consecutive numbering, etc. Please see the specialist Fact Sheet "Books & Pads" for more information.
- Data mailers, security pay advices, P60 mailers - Please see our Fact Sheets on "Data Mailers" and "Pressure Seal Mailers".
- Forms with applied or integral labels or cards - Please see our Fact Sheet on "Integrated Products".
- OCR & OMR Optically readable forms.

### Service

As leading Print Distributors, with significant investments in computer, warehousing and distribution systems, as well as highly skilled and trained staff, CDP are also pleased to offer you:

- A FREE of charge no obligation "Health Check". - This is a review of all your computer stationery and business forms requirements, and can include everything from how your forms are used, stored and processed, to quantities used and delivery requirements. On conclusion of the Health Check you will be

provided with a detailed proposal which will include, wherever possible, solutions to help achieve future savings in management time and effort, as well as in overall costs.

- Artwork creation, setting, and proofing services. CDP designers and MAC operators offer a complete artwork creation, amend, and proofing service for all of your print requirements. CDP always proof work prior to printing which means that all your forms are printed correctly, with the right logo's and colours, first time - every time. This service also speeds up the printing process by allowing you to proof work over the web, which has the added bonus of also removing costly artwork courier charges from your budget.
- Stockholding and Forms Control. With office space at a premium there is no longer a need to tie up this valuable asset with bulky printed items. CDP's Stockholding and Forms Control service actively monitors your stock levels, and regularly delivers product in - when you want them and in easily manageable quantities. This means that you never need to have excess stocks and also never run out of important printed items again.
- Management & Reporting. As you would expect from one of the UK's top Independent Print Management Companies - CDP offers a complete reporting package that is designed to suit your business needs exactly. CDP provide advanced stock control and re-order reports through to a complete spend monitoring service - even down to desk level. This gives

# PERFORATION PAPERSM



you accurate budgetary information over every aspect of your print needs which means that you have total control over your print spend.

- A National & International call-off and delivery service which is ideally suited for multi-site & multi-product deliveries. This means that you no longer have to spend costly time trying to co-ordinate different suppliers to deliver your products. It also means that your overall freight bills will reduce, and hence the overall cost of print.
- A dedicated Pick & Pack service. This allows you to consolidate call off's with other products thus saving on delivery costs whilst improving distribution levels.

### Information at your fingertips

CDP have produced a series of Fact Sheets to guide you through the whole range of our products and services.

#### Books & Pads

#### Cut Sheet Laser & Inkjet Stationery

#### Data Mailers

#### Digital Print

#### Direct Mail Print & Services

#### Envelopes

#### Labels

#### Integrated Products

#### Marketing Print

#### Presentation Products

#### Pressure Seal Mailers

#### Promotional Merchandise

#### Security Print

### Business Guides

CDP have produced several guides to focus on the problems and solutions within the following complex business areas:

#### Business Vital Print

#### Direct Mail

#### Financial Print

#### Labels

#### Marketing Print

#### Print Management

### I like the idea...so where do I start?

On the back page we have set out a Guide to Computer Stationery & Business Forms that will guide you through the information we need to help you decide on which format and style you require.

If you need further information and samples of Computer Stationery or the Fact Sheets and Business Guides then please contact us and we'll do the rest.

**Tel:** 0800 1954 991

**Email:** [info@cdp.co.uk](mailto:info@cdp.co.uk)

**Fax:** 0151 724 6478

# MULTI-PART INTEGRAL

