

FEATURES

- **Employee Forms:** Includes printable forms for employee onboarding, such as job applications, employment agreements, tax forms (W-4, I-9), direct deposit authorization, and emergency contact information.
- **Customer Forms:** Provides printable order forms, customer registration forms, feedback surveys, and contact information sheets to facilitate customer interactions and transactions.
- **Inventory Forms:** Offers printable inventory checklists, reorder forms, stock count sheets, and product return forms to manage inventory levels and track stock movements.
- **Financial Forms:** Includes printable expense reimbursement forms, petty cash logs, purchase order forms, and invoice templates to streamline financial processes and record-keeping.

The screenshot displays a Google Sheets spreadsheet titled "Small Business Printable Forms Template". The form is organized into two main columns, each with a header row: "FIELD" and "DETAILS".

FIELD		DETAILS	
Personal Information			
Full Name	John Doe		
Address	123 Main Street		
City	Anytown		
State	CA		
ZIP Code	12345		
Phone Number	(555) 555-1234		
Email Address	johndoe@example.com		
Emergency Contact Name	Jane Smith		
Emergency Contact Phone Number	(555) 555-5678		
Employment Details			
Start Date	2024-02-29		
Position/Title	Sales Associate		
Department	Sales		

FIELD		DETAILS	
Payroll Information			
Payroll Frequency	Bi-weekly		
Bank Name	Bank of America		
Account Number	1234567890		
Routing Number	987654321		
Tax Information			
Social Security Number	123-45-6789		
Marital Status	Single		
Allowances	2		
Additional Withholding	\$		
Benefits Enrollment (if applicable)			
Health Insurance	Yes		
Dental Insurance	Yes		
Vision Insurance	No		