

Sources for Obtaining Known Course-of-Business Exemplars

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| <ul style="list-style-type: none"> Account books Address books Affidavits Agreements Applications Autographs Automobile records: <ul style="list-style-type: none"> insurance applications license papers title papers purchase agreement registration inspection form repair receipts Bail bonds Bank records: <ul style="list-style-type: none"> deposit/withdrawal loan applications safe deposit box records sign-in sheets mortgages signature cards checks and check book stubs endorsements corporate certificates Certificates of Deposit (CD's) Bills of sale Birth records Bonds Books (signature of owner inside) Business license applications Business permit applications Business records Charity pledge forms Complaints Convention registrations Contracts Cooking recipes Corporate papers Criminal records Credit cards and applications Credit card receipts Customs declaration forms Deeds Depositions Diaries Drafts Employee file folder Employment applications Envelopes (written addresses) Estate planning records: <ul style="list-style-type: none"> wills codicils trusts FedEx receipts Fingerprint cards Firearms records: <ul style="list-style-type: none"> purchase registration license Funeral attendance registers Guardianship records | <ul style="list-style-type: none"> Controlled access registers Greeting/holiday cards (w/envelopes) Hospital papers: <ul style="list-style-type: none"> self and others admission/discharge permission for procedures release of records insurance forms Hotel/motel records: <ul style="list-style-type: none"> reservations registration room service charges Identification cards Immigration records Installment payments Insurance records: <ul style="list-style-type: none"> life health personal property home owner's annuities beneficiary change claims payments auto Interrogatories Inventory records Investment records: <ul style="list-style-type: none"> account agreements IRA retirement fund Invitations Jail records Leases (real property) Legal papers Letters (personal and business) Licenses and permits: <ul style="list-style-type: none"> business animals driver's learner's fishing gun hunting marriage renewals of licenses/permits Loan papers Log books Manuscripts Marriage/divorce records Medicare card and records Membership organizations: <ul style="list-style-type: none"> social occupational religious professional cards attendance records donations gym Memoranda Military records Miranda forms | <ul style="list-style-type: none"> Money orders Mortgage papers Mutual funds Naturalization records Newspaper/magazine subscriptions Notary registration Notes Occupational writings Package receipts Parent's signature on report cards Parole records Partnership papers Passport and application Pawn tickets Payroll checks (w/endorsements) Pension plan records Permit applications Petitions Photo albums (writing on back) Pleadings (civil/criminal) Police records Post cards Postal records: <ul style="list-style-type: none"> change of address form P.O. Box application receipts registered mail return receipts Probate papers Probation records Promissory notes Property damage reports Receipts Referendums Releases Rental contracts Reports Sales receipts School/University records: <ul style="list-style-type: none"> applications registration tests/notes/papers Social security card and records Sport and game score cards Stock certificates (w/endorsements) Surety bond applications Tax forms: <ul style="list-style-type: none"> returns (federal, state, local, business) withholding forms Time sheets Traffic tickets Traveler's Checks Union records UPS receipts Utility company records: <ul style="list-style-type: none"> telephone water electric gas cable Voting registration records Welfare records Worker's compensation records |
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