

Keywords used for Form Titles

ABSTRACT

a summary

ACCOUNT

record of debits and credits

ACKNOWLEDGMENT

a receipt

AFFIDAVIT

a declaration

AGENDA

list of topics for meeting

AGREEMENT

a contract

ALLOTMENT

a distribution, a portion

APPEAL

request the review of

APPLICATION

request something

APPOINTMENT

selected for office, a scheduled meeting

ASSIGNMENT

a transfer, a responsibility

AUDIT

verify correctness

AUTHORIZATION

a permit for an action

AWARD

to bestow

BID

to offer for a price

BILL

to itemize

BOND

interest bearing certificate, performance insurance

CANCELLATION

revocation

CERTIFICATE

evidence of truth, verification

CITATION

summons to appear, reference to source

CLAIM

to ask as due

COMMISSION

to grant power

COMMUNICATION

interchange of information

COMPLAINT

a formal allegation

CONTRACT

binding agreement

DEED

to convey real estate

DIARY

a daily record

DIGEST

to classify and condense

DOCUMENT

to furnish information

ENDORSE

to write, to assign

ESTIMATE

approximate calculation

FOLLOW-UP

seek completion of an action

GUIDE

direct the course of

IDENTIFICATION

name, proof of identity

INDEX

list, reference

INQUIRY

seeking to know

INSTRUCTION

furnish with directions

INVENTORY

to itemize

INVOICE

to bill or charge for

ITINERARY

record of a trip

JOURNAL

record of transactions and status

LEASE

to rent

LEDGER

record of accounts

LIST

to catalog, enroll, register

LOG

record of progress

MANIFEST

list of cargo

MEMORANDUM

informal communication

MESSAGE

communication

NOTE

acknowledge a debt

NOTICE

announcements

NOTIFICATION

advice of information

ORDER

command

PASS

permit to come and go

PERMIT

authorization for a specific act

PETITION

formal request

QUESTIONNAIRE

list of questions

RECEIPT

acknowledge delivery or payment

RECOMMENDATION

advice

RECORD

an account of facts or events

REGISTER

list of events or actions in sequence

RELEASE

set free or grant freedom

REPORT

an account of action or status

REQUEST

ask for something

REQUISITION

written order or request

RETURN

report on flow of funds, as tax return

ROSTER

a list of names

SCHEDULE

log of events, plan of future action

SPECIFICATION

detailed requirements

STATEMENT

declaration, account of condition

SUMMARY

brief or condensed report

SURVEY/STUDY

analyze

TABULATION

arranged in systematic outline

TICKET

gives information on goods, gives action privileges to holder

TRANSMITTAL

send out

TRANSCRIPT

provides a written copy

VOUCHER

receipt for expenditures or receipt of money

WARRANT

guarantee, authorize payment or receipt of money

WORK ORDER

authorize performance of activity