

## **PDF Copyright Guide**

Many of you already know that Deal Pack now has the ability to print PDF forms. This opens up numerous possibilities to benefit your business and bottom line. Using PDF forms saves you from the hassle of having to buy carbon copy forms in bulk, and wasting forms because of printing errors. With the ability to program and print PDF forms, Deal Pack saves you time and money by printing your forms to cheap, blank white paper through your existing laser printer. It also opens up the ability to program practically any form you may have. You can now have your in house generated forms programmed into Deal Pack to print as a PDF. No more running off copies or ordering more forms from your local print shop.

With this ability of programming any form available comes a few small issues that we all need to be aware of. PDF has always been a popular digital format for documents, but the laws and practices that come along with it are very new and in their infancy. Digital copyright management has been a hot topic in legal circles for some time, and there isn't a coverall standard as of yet. Since there are so many varying rules and idiosyncrasies with digital copyright management, we wish to outline our policies towards this subject in regards to the programming and printing of PDF forms out of Deal Pack.

Forms will basically fall into three categories. There are forms that you create in your word processor and use for your business. With these types of forms all we will require from you is a letter stating that you created this form, free of any copyright infringements and that you release Advanced Business Computers of America of any liability in the programming and/or printing of said forms. This will include Advanced Business Computers of America scanning them in to convert the form to PDF, defining and programming of the fields, and the printing from Deal Pack.

The next type of form would be state forms, like title applications, insurance affidavits, and others. Most states generally have a website that you can download these from, and many states accept these PDF forms instead of the originals that you must purchase in bulk. However, each state has different rules and regulations regarding the use of these forms, so it will be up to you, the customer, to research these laws and make sure your business practices are in compliance with them. In the case of programming and printing state forms, we will require a letter stating that you understand that we, Advanced Business Computers of America, program these forms as a service to you and that you, the customer, has done the proper research to make sure that you're in compliance with state and local laws.