

Keyword Suggestions 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	requests 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

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	furnishes 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	acknowledges 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	authorizes performance of activity