What blank forms can I print from PastPerfect if I want to be able to fill out paper forms?
Version 4.0

You can print the following blank forms from PastPerfect 4.0: Temporary Custody Receipt, Accession Form, Incoming Loan Form, Outgoing Loan Agreement Form, and Outgoing Loan Terms of Loan Agreement Form.

Temporary Custody Receipt
1. From the Main Menu, go to Temp Custody.
2. On any Temporary Custody record, click Print at the top of the screen.
3. Select "Blank Temp Custody Receipt".
4. Click Print to print the form.

Or
1. From the Main Menu, go to Reports.
2. Click Temporary Custody.
3. Select "Temporary Custody Receipt – Blank."
4. Click Run Report.
5. Click Print to print the form.

Accession Form
1. From the Main Menu, go to Accession.
2. On any Accession record, click Print at the top of the screen.
3. Select "Accession Form - Blank".
4. Click Print to print the form.

Or
1. From the Main Menu, go to Reports.
2. Click Accession.
3. Select "Accession Form with Items – Blank."
4. Click Run Report.
5. Click Print to print the form.

Incoming Loan Form
1. From the Main Menu, go to Incoming Loans.
2. On any Incoming Loan record, click Print at the top of the screen.
3. Select "Blank form".
4. Click Print to print the form.

Or
1. From the Main Menu, go to Reports.
2. Click Loans Incoming.
3. Select "Incoming Loan Form – Blank."
4. Click Run Report.
5. Click Print to print the form.

Outgoing Loan Form
1. From the Main Menu, go to Outgoing Loans.
2. On any Outgoing Loan record, click Print at the top of the screen.
3. Select "Blank Loan Form".
4. Click Print to print the form.

Or
1. From the Main Menu, go to Reports.
2. Click Loans Outgoing.
3. Select "Loan Form".
4. Click Run Report.
5. Select "Blank Loan Form" under Print Options.
6. Click Print to print the form.

Outgoing Loan Terms of Loan Agreement Form
1. From the Main Menu, go to Outgoing Loans.
2. On any Outgoing Loan record, click Print at the top of the screen.
3. Select "Blank Terms of Loan".
4. Click Print to print the form.

Or
1. From the Main Menu, go to Reports.
2. Click Loans Outgoing.
3. Select "Loan Form".
4. Click Run Report.
5. Select "Blank Terms of Loan" under Print Options.
6. Click Print to print the form.

If you have any questions, please contact our Support Office at 1-800-562-6080 or email support@museumsoftware.com. Thank you for using PastPerfect!