| M F you started or acquired this | business during 2016, is 2016 that would rep a required to a 1000 | site you to file Formis) 10007 (see instructions) | et on treases | • Yes No No Yes No |
|---|--|--|--------------------------------------|------------------------------|
| 3 Subtract live 4 Cost of group | | | 5 | |
| Part I Income | | | - | |
| Form W-2 and the "Statutory empt 2 Returns and allowances | loyee" box on that f | | and the second second | |
| trolucted in Part II) (see trestructure). 14 Engloyee benefit programs jother than on line Yil). 15 Insurance jother than healtrij 16 Interest: a Mortgage (seet to banks, etc.) b Other 17 Legal and professional services | 53 54 56 56a 56b | 24 Travel, meats, and entertainment: a Travel. b Destutible meats and entertainment and entertainment (see instructions). 26 Utilities 28 Wages (less employment credits). 27a Other expenses (from line 48). b Reserved for future use. | 246 246 25 26 27a 27a | |
| 29 Tentative profit or Josei, Subth 30 Expenses for business use of unises using the simplified me Simplified method filers only and 50 the part of your home. Method Worksheet in the inst- | Total expenses before expenses for business use of home. Add lines 8 through 27a | | | |
| If you shadked the box on line If a loss, you must go to le | m 1040, line 12 (ir For 1, see instructions). Ex re 12: | es 1040NR, line 12; and on Schedule SE, line 2. dates and trusts, enter on Form 1041, line 3. | 31 | wikition |

How To Prepare Schedule C

Tom Copeland

How To Prepare Schedule C:

Yeah, reviewing a ebook **How To Prepare Schedule C** could ensue your close contacts listings. This is just one of the solutions for you to be successful. As understood, feat does not recommend that you have fantastic points.

Comprehending as well as contract even more than extra will present each success. bordering to, the revelation as skillfully as keenness of this How To Prepare Schedule C can be taken as well as picked to act.

https://staging.conocer.cide.edu/results/detail/HomePages/manual%20for%20worms%20forts%20under%20siege.pdf

Table of Contents How To Prepare Schedule C

- 1. Understanding the eBook How To Prepare Schedule C
 - The Rise of Digital Reading How To Prepare Schedule C
 - Advantages of eBooks Over Traditional Books
- 2. Identifying How To Prepare Schedule C
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an How To Prepare Schedule C
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from How To Prepare Schedule C
 - Personalized Recommendations
 - How To Prepare Schedule C User Reviews and Ratings
 - $\circ\,$ How To Prepare Schedule C and Bestseller Lists
- 5. Accessing How To Prepare Schedule C Free and Paid eBooks
 - How To Prepare Schedule C Public Domain eBooks
 - How To Prepare Schedule C eBook Subscription Services

- How To Prepare Schedule C Budget-Friendly Options
- 6. Navigating How To Prepare Schedule C eBook Formats
 - o ePub, PDF, MOBI, and More
 - How To Prepare Schedule C Compatibility with Devices
 - How To Prepare Schedule C Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of How To Prepare Schedule C
 - Highlighting and Note-Taking How To Prepare Schedule C
 - Interactive Elements How To Prepare Schedule C
- 8. Staying Engaged with How To Prepare Schedule C
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers How To Prepare Schedule C
- 9. Balancing eBooks and Physical Books How To Prepare Schedule C
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection How To Prepare Schedule C
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine How To Prepare Schedule C
 - Setting Reading Goals How To Prepare Schedule C
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of How To Prepare Schedule C
 - Fact-Checking eBook Content of How To Prepare Schedule C
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

How To Prepare Schedule C Introduction

How To Prepare Schedule C Offers over 60,000 free eBooks, including many classics that are in the public domain. Open Library: Provides access to over 1 million free eBooks, including classic literature and contemporary works. How To Prepare Schedule C Offers a vast collection of books, some of which are available for free as PDF downloads, particularly older books in the public domain. How To Prepare Schedule C: This website hosts a vast collection of scientific articles, books, and textbooks. While it operates in a legal gray area due to copyright issues, its a popular resource for finding various publications. Internet Archive for How To Prepare Schedule C: Has an extensive collection of digital content, including books, articles, videos, and more. It has a massive library of free downloadable books. Free-eBooks How To Prepare Schedule C Offers a diverse range of free eBooks across various genres. How To Prepare Schedule C Focuses mainly on educational books, textbooks, and business books. It offers free PDF downloads for educational purposes. How To Prepare Schedule C Provides a large selection of free eBooks in different genres, which are available for download in various formats, including PDF. Finding specific How To Prepare Schedule C, especially related to How To Prepare Schedule C, might be challenging as theyre often artistic creations rather than practical blueprints. However, you can explore the following steps to search for or create your own Online Searches: Look for websites, forums, or blogs dedicated to How To Prepare Schedule C, Sometimes enthusiasts share their designs or concepts in PDF format. Books and Magazines Some How To Prepare Schedule C books or magazines might include. Look for these in online stores or libraries. Remember that while How To Prepare Schedule C, sharing copyrighted material without permission is not legal. Always ensure your either creating your own or obtaining them from legitimate sources that allow sharing and downloading. Library Check if your local library offers eBook lending services. Many libraries have digital catalogs where you can borrow How To Prepare Schedule C eBooks for free, including popular titles. Online Retailers: Websites like Amazon, Google Books, or Apple Books often sell eBooks. Sometimes, authors or publishers offer promotions or free periods for certain books. Authors Website Occasionally, authors provide excerpts or short stories for free on their websites. While this might not be the How To Prepare Schedule C full book, it can give you a taste of the authors writing style. Subscription Services Platforms like Kindle Unlimited or Scribd offer subscription-based access to a wide range of How To Prepare Schedule C eBooks, including some popular titles.

FAQs About How To Prepare Schedule C Books

How do I know which eBook platform is the best for me? Finding the best eBook platform depends on your reading preferences and device compatibility. Research different platforms, read user reviews, and explore their features before making a choice. Are free eBooks of good quality? Yes, many reputable platforms offer high-quality free eBooks, including classics and public domain works. However, make sure to verify the source to ensure the eBook credibility. Can I read eBooks without an eReader? Absolutely! Most eBook platforms offer webbased readers or mobile apps that allow you to read eBooks on your computer, tablet, or smartphone. How do I avoid digital eye strain while reading eBooks? To prevent digital eye strain, take regular breaks, adjust the font size and background color, and ensure proper lighting while reading eBooks. What the advantage of interactive eBooks? Interactive eBooks incorporate multimedia elements, guizzes, and activities, enhancing the reader engagement and providing a more immersive learning experience. How To Prepare Schedule C is one of the best book in our library for free trial. We provide copy of How To Prepare Schedule C in digital format, so the resources that you find are reliable. There are also many Ebooks of related with How To Prepare Schedule C. Where to download How To Prepare Schedule C online for free? Are you looking for How To Prepare Schedule C PDF? This is definitely going to save you time and cash in something you should think about. If you trying to find then search around for online. Without a doubt there are numerous these available and many of them have the freedom. However without doubt you receive whatever you purchase. An alternate way to get ideas is always to check another How To Prepare Schedule C. This method for see exactly what may be included and adopt these ideas to your book. This site will almost certainly help you save time and effort, money and stress. If you are looking for free books then you really should consider finding to assist you try this. Several of How To Prepare Schedule C are for sale to free while some are payable. If you arent sure if the books you would like to download works with for usage along with your computer, it is possible to download free trials. The free guides make it easy for someone to free access online library for download books to your device. You can get free download on free trial for lots of books categories. Our library is the biggest of these that have literally hundreds of thousands of different products categories represented. You will also see that there are specific sites catered to different product types or categories, brands or niches related with How To Prepare Schedule C. So depending on what exactly you are searching, you will be able to choose e books to suit your own need. Need to access completely for Campbell Biology Seventh Edition book? Access Ebook without any digging. And by having access to our ebook online or by storing it on your computer, you have convenient answers with How To Prepare Schedule C To get started finding How To Prepare Schedule C, you are right to find our website which has a comprehensive collection of books online. Our library is the biggest of these that have literally hundreds of thousands of different products represented. You will also see that there are specific sites catered to different categories or niches related with How To Prepare Schedule C So depending on what exactly you are searching, you will be able

tochoose ebook to suit your own need. Thank you for reading How To Prepare Schedule C. Maybe you have knowledge that, people have search numerous times for their favorite readings like this How To Prepare Schedule C, but end up in harmful downloads. Rather than reading a good book with a cup of coffee in the afternoon, instead they juggled with some harmful bugs inside their laptop. How To Prepare Schedule C is available in our book collection an online access to it is set as public so you can download it instantly. Our digital library spans in multiple locations, allowing you to get the most less latency time to download any of our books like this one. Merely said, How To Prepare Schedule C is universally compatible with any devices to read.

Find How To Prepare Schedule C:

manual for worms forts under siege
manual ford falcon futura 2001
manual ford explorer
manual instruction radio shaker 500
manual honda xlr250
manual htc windows phone 8s
manual honda fit 2008 espanol
manual fuel pump on a caterpillar engine
manual honda rebel 250 espanol
manual instrucciones alfa romeo mito
manual galaxy tab 2 70 wifi p3110
manual golf plus 2010
manual handling training for hotel housekeeping
manual for vicon 281 discmower
manual handling questions and answers

How To Prepare Schedule C:

how much do saps earn per month in south africa check it out - Apr 19 2022

web aug 29 2022 by 2018 constables were earning between r175 000 and r213 000 per annum sergeants earned between r222 000 and 270 000 warrant officers between

here s how much money police officers earn in south - Jul 03 2023

web nov 15 2021 how much saps employees earn saps employees work across a range of sectors including administration visible policing and crime intelligence with salaries

south african police service saps salary guide 2023 - Sep 24 2022

web jul 30 2019 the south african police service saps is the republic of south africa's national police force they are divided based on the provincial borders with a

tcs sap consultant salaries in india ambitionbox - Nov 14 2021

police officer salaries in south africa for south african police - Jun 21 2022

web jun 15 2022 how much do saps constables earn an early career constable with 1 4 years of experience earns an average total compensation includes tips bonus and

south african police service salaries in south africa indeed - Oct 26 2022

web jun 13 2022 how much does saps constable earn per month an early career constable with 1 4 years of experience earns an average total compensation includes

what does a saps constable earn per month - Oct 06 2023

a saps constable is another title for a policeman policewoman or a police constable police officers keep law and order in a country investigate crime and support crime prevention see more

south african police service salaries in south africa - Mar 31 2023

web sep 6 2023 overview salaries reviews job listings similar companies r217k avg base salary zar r18k avg bonus 3 2 reviews find out what you should be paid use our

how much do saps earn per month in south africa check it out - Aug 24 2022

web jun 22 2023 average south african police service police officer monthly pay in south africa is approximately r 16 446 which is 29 above the national average salary

police salaries spotlight - Feb 15 2022

web oct 20 2023 4 1 30 128 reviews compare sap salaries trends 71 salaries for 51 jobs at sap in istanbul salaries posted anonymously by sap employees in istanbul

saps ranks structure and the salaries they go with - Aug 04 2023

according to payscale com link is external the average salary of a constable is r181 091 per year alternative figures include 1 base salary r102k r197k 2 bonus r14k r16k 3 total pay r102k r208k see more

police saps salary in south african rands monthly annually - Jan 17 2022

web oct 31 2023 rated by 52 tcs sap consultants for salary benefits tcs sap consultant salary in india ranges between 3 1 lakhs to 14 4 lakhs with an average annual

constable salary at south african police services in - Feb 27 2023

web jun $18\ 2023$ r $183\ 076$ year avg base salary zar $10\ zar\ 117k$ median zar $183k\ 90$ zar 228k the average salary for a constable is r $183\ 076$ in 2023 base salary

here s how much money police officers earn in south africa - Jun 02 2023

web 21 rows oct 18 2023 260 salaries for 122 job titles updated oct 18 2023 how much do south african police service employees make glassdoor provides our best

south african police service salary structure and ranks - Sep 05 2023

the mission of the saps is to 1 prevent and combat anything that may threaten the safety and security of any community 2 investigate any see more

are south african police salaries fair iss africa - Mar 19 2022

web sep 9 2023 salaries for saps police officers in south africa fall in the range of r8 550 min and r29 600 max per month on an hourly basis an average police officer in the

police constable salary in south africa 2023 2024 safacts - May 21 2022

web saps constables earn approximately four times this amount according to the south african labour and development research unit 95 of south africans earn less than

constable salary in south africa in 2023 payscale - Dec 28 2022

web how much does south african police service in south africa pay

everything you need to know about saps ranks briefly co za - Jul 23 2022

web how much does saps constable earn per month in south africa base salary r102k r197k bonus r14k r16k total pay r102k r208k what job did the constable

sap salaries in istanbul glassdoor - Dec 16 2021

salary police officer in south africa 2023 glassdoor - Nov 26 2022

web oct 25 2023 average monthly base salary r14 209 00 yearly base salary for saps officers r193 770 00 bonuses ranging from r13 000 00 to r16 000 00 annually top

here s how much money police officers earn in south - May 01 2023

web south africa job constable average constable salary at south african police services in south africa r183 364 year avg base salary zar 10 zar 110k median zar

average south african police services salary in south - Jan 29 2023

web nov 1 2023 the estimated total pay for a police officer is zar 41 750 per month in the south africa area with an average salary of zar 19 929 per month these numbers

wildlife under threat news facts pictures active wild - Nov 10 2022

jan 17 2023 wildlife under threat news and information on threatened animals pictures and facts on endangered species from all around the world

wildlife under threat traffickers target colombia s vital fauna - Dec 31 2021

by insight crime 3 mar 2021 colombia s breadth of fauna makes it a hotspot for trade in illegal wildlife colombia is one of the world s most biodiverse countries home to some 1 800 species of birds 600 species of amphibians 500 species of reptiles and 3 200 species of fish

species list endangered vulnerable and threatened - Sep 20 2023

wwf is committed to saving endangered species learn more about the species we are working to protecting from becoming endangered or extinct

wildlife under threat hubpages - Oct 29 2021

wild life has been under threat of extinction all over the world nothing but man's modern lifestyle is responsible for this situation in india this is to a large extent today about 1 000 types of animal and 20 000 types of plant species are endangered wildlife laws under threat protected species the wildlife trusts - Sep 08 2022

oct 24 2022 the aim is for these laws to be reviewed by the end of 2023 with any that have not been looked at by government civil servants which is highly likely due to the sheer number of them simply expiring under what is called the sunset clause this presents a great threat to our wildlife with most of our laws that protect wildlife

tureng under threat türkçe İngilizce sözlük - Sep 27 2021

be under threat f tehdit altında olmak 2 genel be under the threat of f in tehlikesi altında kalmak 3 genel give one s testimony under the threat of being jailed f ifadesini hapse atılma tehdidiyle vermek 4 genel live under the threat of bankruptcy f iflas tehdidi altında yaşamak 5 genel be under the threat of extinction f

survival of wildlife reserves under threat in namibia un news - Mar 02 2022

sep 19 2020 their desert landscapes of ochre sand black rock shining blue skies are stunning and an array of wildlife species including black rhinos lions cheetahs hyenas and zebras roam the land

threats african wildlife foundation - Feb 01 2022

overview mankind is the biggest threat to land and wildlife africa is a huge continent that is rapidly changing and growing unfortunately people are threatening africa's natural habitats and biodiversity many without fully realizing the consequences

amazon threats wwf - Aug 07 2022

among the threats behind environmental destruction and degradation in the amazon are the lack of policy frameworks to support sustainable development and natural resource protection political instability the inability of some institutional and governmental entities to establish and enforce legislation for nature conservation and poverty and

rivers and wetland wildlife under threat from water pollution - Jun 05 2022

sep 16 2021 rivers and wetland wildlife under threat from water pollution bbc newsround 16 september 2021 getty images habitats are being damaged and wildlife is being put at risk by water

international wildlife trade talks lead to more protections for - Dec 11 2022

dec 2 2022 much of the world's iconic wildlife is under threat from poaching illegal and unsustainable trade that s why in november global policymakers met in panama city to take bold actions and make decisions that help species most at risk world wildlife day 2020 how to help animal species under threat - May 04 2022

mar 3 2020 sounak mitra world wildlife day is marked every year on march 3 since it was declared in 2013 to celebrate and raise awareness about the world s animals under threat the theme for world wildlife day 2020 is sustaining all life on earth the wildlife day is celebrated with concerns about sustaining wildlife which includes animals and plants wildlife under threat - Jul 06 2022

these populations are however under severe threat from poaching for ivory and rhino horn the demand for antelope based wildlife meat or bush meat and from habitat fragmentation large areas of natural land used by wildlife are being undermined by the selective extraction of hard woods charcoal and firewood and are under huge pressure to be unsustainable use of nature threatens billions unep - Jan 12 2023

jul 22 2022 a 2015 international union for conservation of nature iucn report revealed that 31 per cent of the world s 1 500 cacti species are under threat the threats cacti face are myriad from horticulture and private collecting to use as food and medicine with the roots of some species used as an anti inflammatory seaweeds

world's wildlife under threat from climate change report warns - Feb 13 2023

jun 1 2021 wildlife ranging from bluebells and bumblebees to snow leopards and emperor penguins is under threat from climate change according to a new report even the coffee plants which produce one

deforestation and forest degradation threats wwf world - Apr 03 2022

dec 4 2018 overview nigel dickinson wwf canon in the amazon around 17 of the forest has been lost in the last 50 years mostly due to forest conversion for cattle ranching forests cover 31 of the land area on our planet

9 facts about wildlife extinction and how we can save species - Jun 17 2023

2 days ago more than one million species are now at risk of extinction over a million species of animal and plant life are now

threatened with dying out more than ever before in human history according to the international science policy platform on biodiversity and ecosystem services ipbes 2 wildlife population sizes dropped by two thirds since 1970

extinction quarter of uk mammals under threat bbc news - Oct 09 2022

jul 30 2020 a quarter of native mammals now at risk of extinction in the uk this is according to the first red list of uk mammals a comprehensive review of the status of species including wildcats red

what are the biggest threats to wildlife and why - Jul 18 2023

feb 11 2020 wildlife on planet earth is under siege from all sides facing down habitat loss and the impact of climate change some of the biggest threats to wildlife include illegal wildlife trade habitat destruction invasive species pollution and clime change

environmental threats wwf world wildlife fund - Apr 15 2023

tackling threats that impact the earth wwf s work addresses direct and indirect threats and the forces that drive them to conserve biodiversity and reduce humanity s ecological footprint

threats to wildlife national wildlife federation - Aug 19 2023

wildlife are under threat from many different kinds of human activities from directly destroying habitat to spreading invasive species and disease most ecosystems are facing multiple threats each new threat puts additional stress on already weakened ecosystems and their wildlife

in biodiverse nepal wildlife crime fighters are underpowered - Nov 29 2021

oct 16 2023 wildlife crimes that occur elsewhere fall under the jurisdiction of local officers from provincial divisional forest offices for both groups the investigators are typically forestry graduates

around the world animals are endangered and under threat - May 16 2023

the planet's wildlife species are coming under ever increasing threats due to many factors but often overlooked are threats to wildlife from diseases both old and new disease threats can include known illnesses that affect new species such as canine distemper in amur tigers

wwf these are the biggest threats to the earth s biodiversity - Mar 14 2023

2 days ago nature and biodiversity wwf s living planet report 2020 has ranked the biggest threats to earth s biodiversity the list includes climate change changes in land and sea use and pollution the wwf used data from over 4 000 different species change in

product brochure vectors illustrations for free download freepik - Feb 09 2023

web find download the most popular product brochure vectors on freepik free for commercial use high quality images made for creative projects

free printable professional brochure templates canva - May 12 2023

web easily create travel brochures real estate brochures spa brochures wedding brochures medical brochures and more you could even make a brochure for your gym or exercise class there s also plenty of brochure templates for food and catering services

free brochure template download in word google docs - Jul 02 2022

web whether you re promoting your product or business in real estate travel startup advertising hospitality landscape events or catering we have all the brochure samples you need choose from blank simple creative classic modern or elegant designs with premade backgrounds layouts illustrations and vectors that you can fully

28 beautiful product brochure templates psd - Dec 27 2021

web 28 beautiful product brochure templates psd making marketing booklets available to customers shall not be a headache anymore with free product brochure templates if you want your customers to know about your products then all you need to do is download free psd product brochure template and customize it to add your own text logos pictures page 2 product brochure images free download on freepik - Dec 07 2022

web find download free graphic resources for product brochure 95 000 vectors stock photos psd files free for commercial use high quality images you can find download the most popular product brochure vectors on freepik

free printable customizable company brochure templates canva - Apr 30 2022

web 769 templates create a blank company brochure ks green plant nature business brochure brochure by karta sasmitha red creative business trifold brochure brochure by ambre studio blue modern business marketing trifold brochure brochure by lectrathink green simple professional real estate agency brochure brochure by

12000 brochure templates for free download on pngtree - Jun 01 2022

web pngtree offers over 12000 professional brochure templates which covers a wide range of industries for you to choose from which are in form of psd eps or ai a brochure can contain several folds that create multiple panels or pages of information such as a simple c fold or the more creative double gatefold

30 best free brochure templates 2023 word indesign - Oct 05 2022

web feb 28 2022 30 best free brochure templates 2023 word indesign publisher designing a great looking brochure takes a lot of work but what if we told you there s a way to cut that work by half yes you read that right using free brochure templates you can design all kinds of brochures with minimum effort

brochures design templates microsoft create - Mar 30 2022

web select your brochure design from a wide variety of templates you can customize almost everything about your brochure with a click of your mouse the color palette font size and style and layout add your own photos for a personal touch and get

ready to

21 best new product brochure templates designs for 2023 - Jul 14 2023

web jan 7 2023 it s easier when you start with one of the unlimited product brochure templates and modern product brochures from envato elements kick off your brochure design today just download a product booklet template and drop in your details and then share it with potential customers

brochure maker create a professional brochure online for free fotor - Sep 04 2022

web fotor gives you all the tools you need to make a custom brochure whether you want to create a brochure to introduce your brand or present your products we ve got you covered use fotor s free brochure maker to make custom brochures that garner attention and get results now

product brochure templates pikbest - Aug 03 2022

web are you looking for product brochure templates psd or ai files pikbest have found 88915 free product brochure templates of poster flyer card and brochure editable and printable remember that our ready made templates are free for commercial use

free printable product brochure templates to edit canva - Jun 13 2023

web 302 templates create a blank product brochure orange blue shop creative trifold brochure brochure by canva creative studio green and beige coffee shop brochure brochure by rgbryand design black cream modern serum trifold brochure brochure by artemis art orange vintage marketing tri fold brochure brochure by canva creative

64 free brochure templates download graphicsfamily - Nov 06 2022

web brochure concept template free corporate bifold brochure design free free red real estate brochure template free creative corporate flyer brochure template free real estate company flyer design template free real estate business brochure flyer design template free modern flyer template for real estate free free real estate flyer

product brochure images free download on freepik - Aug 15 2023

web find download free graphic resources for product brochure 95 000 vectors stock photos psd files free for commercial use high quality images you can find download the most popular product brochure vectors on freepik

product brochure psd 12 000 high quality free psd templates for download - Apr 11 2023

web find download the most popular product brochure psd on freepik free for commercial use high quality images made for creative projects

product brochure templates free download pikbest - Feb 26 2022

web free $77\,000$ product brochure templates graphic design psd vector download pikbest

free brochure templates adobe express - Jan 08 2023

web choose from dozens of online brochure template ideas from adobe express to help you easily create your own free brochure all creative skill levels are welcome

free printable brochure templates edit download visme - Mar 10 2023

web choose a professional brochure template and customize it using our free brochure maker start designing professional brochures online with these templates

19 free brochure templates word powerpoint photoshop - Jan 28 2022

web check out our free brochure templates and examples to create your own or simply download ours brochure templates are available in word and pdf