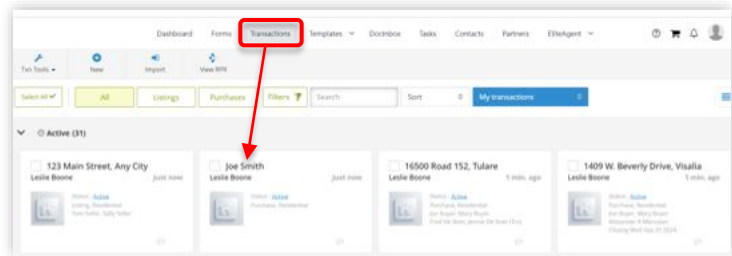


In zipForm, forms can be printed or downloaded with the word “Sample” across the form. Follow the steps in this guide to print a blank sample form without entering a property address in the transaction.

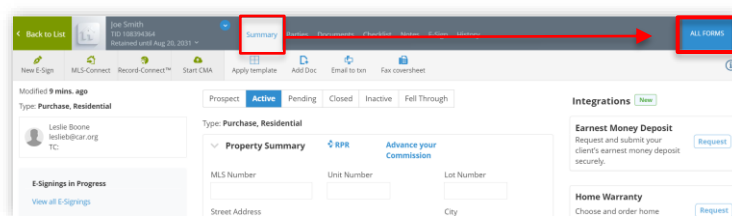
## Print/download a Blank Sample Form in the ‘All Forms’ menu (no property address required)

1. On the **Transactions** tab in your zipForm account, click the name of any transaction to open it.



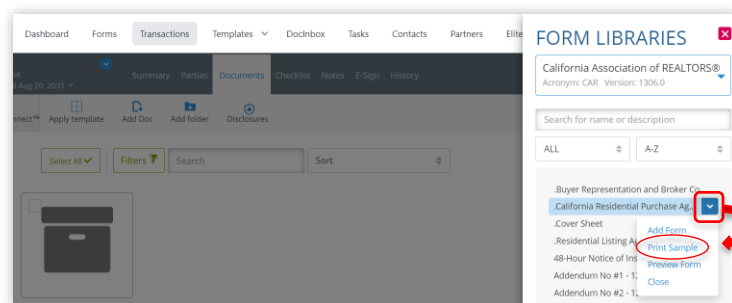
You will land on the **Summary** tab when the transaction opens. You do not need to enter a property address on the Summary tab.

2. Click the blue **All Forms** button on the right to open the Form Libraries menu.



3. Hover over a form name and click the dropdown arrow on the right.

4. Select **Print Sample** from the menu.

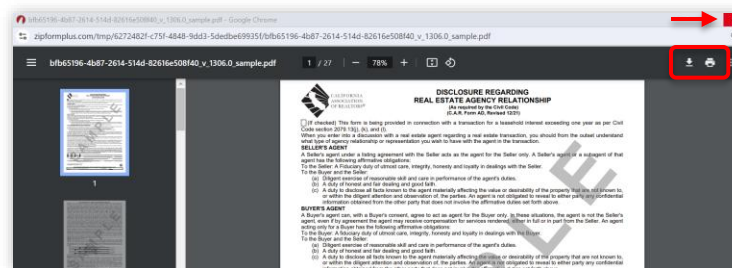


The document will open in the browser in PDF format.

5. Click to download the form to your device.

6. Click to print the form.

7. When finished, click the “X” at the top right to close the window. Your transaction will still be open behind the window.



8. When finished, click at the top right to close the **Form Libraries** menu and return to your transaction.

