

Form Ideas

Forms are simple documents to create from scratch or modify, but there can be moments when we need to scour for different references. Luckily, different creative form ideas exist, such as a feedback form, a survey form, or a suggestion form, and they can be particularly great examples of this type of document.



Table of Content

- [Form Ideas and Examples](#)
- [Request Form Ideas and Examples](#)
- [Power of Attorney Form Ideas and Examples](#)
- [Form Ideas and Examples for Appraisal](#)
- [Ideas and Examples for Authorization Form](#)
- [Freelancer Form Tips, Ideas, and Examples](#)
- [HR Form Making Ideas and Examples](#)
- [Order Form Ideas and Examples](#)
- [Form Ideas and Examples for Restaurant](#)
- [School Form Ideas and Examples](#)
- [Form Ideas FAQs](#)

Form Ideas and Examples

A form document can have different types and applications for all kinds of users such as businesses and organizations. Its main use is to gather all the required information or to encourage responses from people, such as suggestions for the continuous improvement of certain programs.

Request Form Ideas and Examples

A [request form](#) is a type of document that is used by any establishment such as a school or an office wherein their members or employees can request whatever they prefer and how they would like to be contacted should there be any updates regarding their request. It can be a request for leave, a request for training, and so on. If you're on the lookout for what it looks like, here's a sample template.

[COMPANY LOGO]

Work From Home Request Form

Ground One Technologies Inc.

Date: March 21, 2020

Personal Information

Name: Glen M. Buckner	Address: 409 Poplar Avenue, San Diego, CA 92107
Contact Number: 619-524-3464	Birthdate: January 1, 1990
Email Address: glen@groundone.com	Gender: Male

Work from Home Information

Work from Home Address:	409 Poplar Avenue, San Diego, CA 92107
Position:	Computer Systems Analyst
Employment Status:	Full time
Rate per hour:	\$45.00
Schedule:	9:00 am-6:00 pm
Preferred Start Date:	March 22, 2020
Reason for Working from Home:	Widespread of COVID-19

Work Details

Put N/A on sections that require no answer depending on the job specification.

Tasks:	Develop new systems, add new functionalities to the existing systems, oversee the installation and configuration of new systems, prepare cost-benefit analysis, write instruction manuals,
--------	--

Copyright@ [Template.net](#)



Power of Attorney Form Ideas and Examples

A [power of attorney form](#) is a type of form that allows an individual to appoint an agent, who serves as an attorney-in-fact, to make decisions on their behalf. This can be handy if you travel out of the country frequently, or if you want a specific person to handle your business. Since this is a legal document, issues can be plenty if it is not made properly, and you can refer to this example to avoid such difficulties.

POWER OF ATTORNEY FORM

I, **Christopher Willis** (the "Principal"), residing at **3507 Broadway Street, Charleston, South Carolina 29403**, being in sound mind and memory, hereby intend to create this power of attorney form (the "Power of Attorney") on this 10th day of July 2030 in the State of South Carolina.

REVOCATION OF PREVIOUS POWER OF ATTORNEY

With the execution of this Power of Attorney, I hereby revoke any powers of attorney I have executed in the past.

THE AGENT

I nominate and appoint **Hannah Chig Rivas** of **788 Wexford Way, Columbia, South Carolina 29201** (the "Agent") to act, administer, and execute on my behalf the affairs related to the subject matter set forth below.

LIABILITY OF THE AGENT

The Agent is under no duty to use the powers provided by this Power of Attorney. The Agent may not be responsible to me, following that the Agent behaves in compliance with the terms of this Power of Attorney and in my best interests.

SPECIFIC POWERS OF THE AGENT

Without restricting the generality, the Agent shall have the following specific power(s) within the foregoing Power of Attorney:

☐ **Real Estate Transactions**

a. The Agent may handle any real estate interests the Principal may have or later obtain or receive.

Such power includes but is not limited to

- i. signing all documents relevant to the Principal's real estate interests;
- ii. using such real estate interests to purchase, offer, swap, obtain loans, or convey with or without covenants;
- iii. collecting rent, issuing eviction notices, or evicting tenants; and
- iv. executing and delivering all necessary deeds, transfers, mortgages, charges, rents, assignments, surrenders, releases, and other instruments.

☐ **Maintain Property and Make Investments**

b. The Agent may hold any assets owned by the Principal, reinvest those assets in similar investments, invest such assets in any new investments of the Agent's choice regardless of whether or not they are allowed by statute.

☐ **Banking Transactions**

c. The Agent may transact with a bank or other financial institution on behalf of the Principal, including but not limited to opening, retaining, or closing bank accounts, brokerage accounts, retirement plan accounts, and other related financial accounts.

ADDITIONAL TERMS

The Agent must keep a record of any and all receipts, disbursements, and other actions in the exercise of the powers granted by me herein.

GOVERNING LAW

The validity of this Power of Attorney will be determined by a court of law in the State of South Carolina, and any conflicts about the Agent's acts will be settled by that state's law.

DATE OF EFFECTIVITY

This Power of Attorney will take effect immediately upon being signed by me and will be terminated on the 10th day of July 2030.

Form Ideas and Examples for Appraisal

An [appraisal form](#) is a document that is used to gauge an individual or group's performance in a specific task. It can also be used to gauge the value of a specific property, such as a gift or a house. The content of this form usually includes ratings and placeholder areas for performance comments.

PERFORMANCE APPRAISAL FORM

Employee Name	
Job Function	
Date of Review	
Reviewer Name	

QUALITY OF WORK

Work is performed accurately and neatly.	Comments
Exceeds Expectation	
Meets Expectations	
Improvement Needed	
Unacceptable	

QUANTITY OF WORK

Target done on a daily basis is appropriate for job function.	Comments
Exceeds Expectation	
Meets Expectations	
Improvement Needed	
Unacceptable	

JOB KNOWLEDGE

Specific content knowledge where appropriate for job requirement.	Comments
Exceeds Expectation	
Meets Expectations	
Improvement Needed	
Unacceptable	



Ideas and Examples for Authorization Form

If you want other parties to make transactions or carry out businesses on your behalf, then an [authorization form](#) could be your ideal choice. As the full name suggests, this document is duly endorsed by a party to grant permission to another party to perform certain actions. You can create this document from scratch easily, but since this document can have big implications, the best and right choice would be to refer to a ready-made template on the web.

CREDIT CARD BILLING AUTHORIZATION FORM

CARD HOLDER INFORMATION

Name: (As seen on credit card)		
Billing Address:		
City, State, Zip:		
Phone Number:		
Credit Card type:	Credit Card #:	Expiry Date:

PAYMENT INFORMATION (To be completed by merchant)

Amount: \$ _____	Start Billing on: [Date]	Frequency of charge: [] monthly [] annually
------------------	--------------------------	---

AUTHORIZATION

I hereby authorize [Name of company] to charge the amount of \$ _____ on my credit card every for the purchase of the following:	
Card Holder's Name and Signature _____	Date _____



Freelancer Form Tips, Ideas, and Examples

Freelancers are people who are self-employed and are not committed to a particular company. If you're a freelancer looking to advertise your services for a particular project, then a [freelancer form](#) might be the document you need. It comes in various variants, such as a freelance business application form, a freelance invoice form, a freelance registration form, a freelance contact form, and so on.

[Company logo]

FREELANCER FORM

Cusack Digital Solutions

Order Number: [11901]

Requested By: [Joseph A. Clark]

Requested On: [June 1, 2021]

To Be Completed On: [August 1, 2024]

Pricing

DESCRIPTION	UNIT PRICE (per hour)	QUANTITY	PRICE
Digital and data services	\$29.00	16	\$464.00
Cybersecurity services	\$35.00	16	\$560.00
Managed security services	\$32.00	16	\$512.00
Fraud detection and prevention	\$31.00	16	\$496.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
SUBTOTAL			\$2,032.00
TAXES		12%	\$243.84
DISCOUNT %		5%	\$101.60
GRAND TOTAL			\$2,174.24



HR Form Making Ideas and Examples

Human Resource managers looking for a document that can sort out workplace matters can have a look at an [HR form](#) as a good place to start. You can get this in different variants, such as an HR employee concern form, an HR complaint form, an HR interview evaluation form, and so on. HR forms are also essential for managers to keep track of their employees' records in their database.

HR INTERVIEW EVALUATION FORM

Candidate's Information

Candidate's Name:

Job position applied for:

Department:

Interviewer:

Hiring recommendation after completion of interview ☐ Hire ☐ Not Hire

Candidate Evaluation By interviewer

	Poor	Mediocre	Satisfactory	Good	Excellent
Knowledge of Specific Job Skills and application					
Related Job Experience/ qualifications					
Related Education and Training					
Initiative/ Dynamism					
Communication/Listening Skills					
Attitude/ Confidence Level					
Presentation/ Appearance					
Candidate's Strengths					

Candidates Weaknesses:

Additional Comments:

Note: Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s



Order Form Ideas and Examples

An [order form](#) records one or more business transactions between a buyer and a seller. This document can be used for fundraisers, shirt orders, simple orders, and so on. If you're having difficulty creating this template, the free example below should help.

Company Name

Your Slogan Goes Here

Address

Mail

Phone

ORDER DETAILS

Order No

Order Date

Total Due

ORDER TO

Template Labs (Pvt.) Ltd



ITEM DESCRIPTION	UNIT PRICE	QTY	PRICE
Sub Total			
Tax : 15%			
Grand Total			

Payment Information

Bank : Your bank name
Swift Code : RKJ002131
Account No : 12045248

(Signature With Date)

Terms & Conditions :

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text.

Template.net

Thank You For Your Business



Form Ideas and Examples for Restaurant

Being a restaurant manager can be a complicated task. If you're running one and are in search of a type of document to keep track of different orders and activities within the place you manage, a [restaurant form](#) may be for you. The group of documents that are under this type includes a restaurant cash audit form, a restaurant product order form, and so on.

REQUEST FOR STATUS REPORT

STATUS REPORT FOR [SPECIFY KIND OF SERVICE, SALES OR WORK STATUS TO BE EVALUATED]

A status report is the summary of the progress of the work or subject matter being done within a certain period of time. Its purpose is to make sure that all the intended work or subject matter are met within the standards and metrics being set forth by the company or the organization. It is also a gateway to anticipate the risks and costs involved in doing the subject matter.

Name [SPECIFY WHAT TYPE OF SERVICE OR SALES STATUS THAT NEEDS EVALUATION]:

Person In- Charge for [INSERT THE TYPE OF SERVICE OR SALES STATUS THAT NEEDS EVALUATION]:

Evaluation prepared by:

[INSERT WHETHER DAILY/WEEKLY/MONTHLY/YEARLY STATUS REPORT] for [INSERT THE NAME OF THE SERVICE OR SALES TO BE EVALUATED] Summary

[WRITE A SUMMARY OF THE RESTAURANT SALES, SERVICE OR WORK DONE THAT NEEDS EVALUATION WHETHER IT IS WITHIN THE SPECIFIC TIME THAT WAS ALLOCATED AND OR IT IS WITHIN THE BUDGETED SCOPE].

Performance			
Time Frame	Scope	Budget	Quality

Key Aspects				
No.	Description	Deadline for the work to be accomplished	Actual date of completion	Status

[4412 Roosevelt Street, San Francisco, CA 94114]
[+1 415 359 1127 | hello@gourmet.com]
[gourmet.com]

Gourmet
RESTAURANT



School Form Ideas and Examples

[School forms](#) hold relevant information concerning different transactions and activities that take place within a school environment. As the case of different forms, it can also have variants, such as a school registration form, a teacher evaluation form, a school incident report form, and so on. You can create one from scratch, or you can also have a look at the free template below.

School Registration Form

[School logo & Name]

[Address][Zip Code]

[Phone No][Email]

Name		Gender	
Date of Birth		Phone No.	

Local Address	Residential Address

Last school attended details:	
-------------------------------	--

I would like to register for the following courses

Course name	
1.	3.
2.	4.

How did you hear about us?

☐ Newspaper ☐ Website ☐ Friend ☐ Other

I agree to pay school fees in advance by:

☐ Cash ☐ Card ☐ Check

Student Signature _____ Principal Signature _____

Parent's Signature _____ Date _____



Form Ideas FAQs

What is an application form?

An application form is a document used to collect relevant and required information from an applicant.

What is the purpose of form in art?

The purpose of form in art is that it dictates how artists represent and express various dimensional shapes.

What are the key features of form?

The key features of a form are the overall theme, the document title, the main text placeholders, the contact information, the form headings, and a progress indicator.

What is the main characteristic of a form?

The main characteristic of a form document is the placeholders in which the relevant information should be entered.

How do you create a project form?

To create a project form, first, open your preferred application in Windows or Mac (such as Microsoft Forms), decide on the format that is going to be used, then, pick a project to request, cover the basic details in your request, and most of all, it should be simple in its structure.

What are the elements in a form?

The elements in a form are the title, the placeholder boxes, the main text, the UI (for forms found on a website), the contact information, and progress indicators.

What is a return to work form?

A return to work form is a document that is used to document information about employees coming from a prolonged period of absence and their ability to return to work to fulfill their job duties.

How do I use a website form?

You can use a website form as an e-mail newsletter, a how-to guide, a sign-up document, and so on.

What does a good feedback form look like?

A good feedback form has simple sentences and straightforward wording.

How do I make an employment form?

To create an employment form, include details such as the name of the applicant, contact information, prior work history (if applicable), education history, character references, shift availability, and signature.

What needs to be on a job application form?

The components of a job application form include the applicant details, contact info, employment history, availability, and references.

How to fill out a purchase order form?

To fill out a purchase order form, write your information in the spaces provided for the PO number, the date, the vendor name and address, the buyer name and address, contact information, delivery date, and shipping methods and terms.