

## Online Order Forms Instruction Sheet

### Online Forms Offer Enhanced Functions!

Our enhanced order forms now feature improved \*Drop-down fillable boxes. Enhanced forms also allow you to fill out a form electronically, print and fax the form, save and email to customer service, or you can continue to process quotes and orders in the same manner that works for you today.

*\*Please note: not all forms feature Drop-down fillable boxes at this time.*

#### If you are using Adobe Reader

- View** and download all forms
- Save** blank versions of forms to your desktop
- Complete** forms electronically
- Print** blank or completed forms
- Fax** printed forms to customer service
- \*Email** completed forms to customer service using the "Email Form" button

*\*Please note: the email button may not work with Adobe Reader. The email button may only work using Adobe Acrobat Professional.*

#### If you are using Adobe Acrobat Professional

- View** and download all forms
- Save** blank AND completed versions of the forms
- Complete** forms electronically
- Print** blank or completed forms
- Fax** printed forms to customer service
- Email** completed forms to customer service using the "Email Form" button

For information on downloading Adobe Reader for free, or purchasing Adobe Acrobat Professional, please visit [www.adobe.com](http://www.adobe.com)