



- Download and Save Document to your computer.
- Right Click on file and select open with Adobe Acrobat Reader DC
- If you need to install Adobe Acrobat Reader you can find a free install here:
<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>
- Start by filling in your customer code, company, city, contact name, phone, ship to address, city, state, zip.
- Save the form and rename it template (EX: standard form template).
- Open your template, fill in the date and Job Name/PO.
- Fill in all the areas highlighted in blue that are applicable to your order, along with the appropriate check boxes.
- Add any special instructions.
- Request the ship date and delivery option
- “Save As” your form with your customer code and job name (EX: “COOM1 – Jones”).
- Start an email to your One Point Rep and attach the form to your email.
- Add any information in the body of the email and send it.