



Freedom Designs Wheelchair Order Form PDF Portfolios

Welcome to Freedom Designs' All New Wheelchair Order Form Portfolios!

For proper functionality, please download and save a copy of each Portfolio to your device.

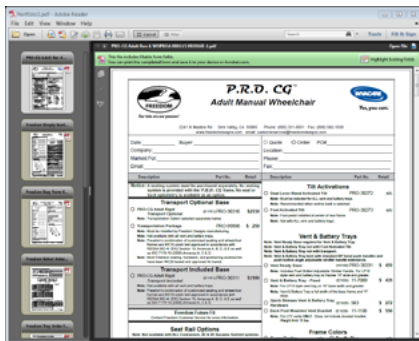
A Portfolio is a folder, or package, and that is precisely what we have created for you here. A collection of our most commonly used Freedom Designs & Matrix Seating & Positioning order forms packaged along with wheelchair order forms.

This PDF Portfolio requires Adobe Reader X (10) or later. If you are not running Adobe X (10) or later, you will be confronted with an Adobe cover sheet when the Portfolio is opened the first time:



This cover sheet contains a link to download the latest version of Adobe Reader directly from Adobe's website. Follow the directions on Adobe's website to download a compatible version of Reader.

Once the Portfolio is opened, you will see the following screen:

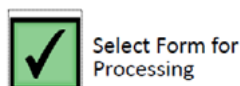


The side bar on the left contains all the individual order forms contained in the Portfolio. Changing the view to "Files" will change the sidebar from tiles to a list, which makes navigating to the files easier.



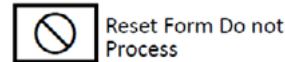
The large window to the right defaults to the first file in the package. Clicking on different files in the left sidebar will make them active in the main window. The interactive PDF can be filled directly from this main window.

When an order form is selected for processing, either for Quote or Order, please check the "Select Form for Processing" check box.



A large, green box will display with a check mark, indicating to our Customer Service Representatives that this form should be processed as indicated. Failure to select this box will result in the form being omitted from processing.

If the form is selected in error, or if the form is no longer desired, please press the "Reset Form, Do Not Process" button. This will clear the check box and reset the form and clear any selections or data filled.

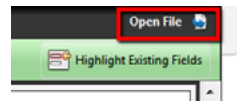


When all selections have been made and data filled on all corresponding forms, click the email submit button.



This will open a new email window and will attach the complete Portfolio as a single attachment. Simply address the email to: customerservice@freedomdesigns.com, or your Customer Service Representative of choice. The complete Portfolio will be emailed and processed. You can include additional instructions, or attachments in your email.

If a single order form is selected and will be the only order form submitted for processing, click the open file button in the upper right of the main window.



This will open a new window for this one file only. The email submit button in the tool bar can be used, as above, or, if so equipped the email to customer service button can be used on the order form itself.

When all selections within the Portfolio are done, the complete Portfolio can be saved with an individual file name to save the package for future reference. Go to File, click PDF Portfolio. This will open a save-as window to save your Portfolio with a new file name of your choice.

Note: Clicking the Print button in the main tool bar will bring up the option to print the complete Portfolio, or only the active document. In addition many of the forms have enhanced function buttons on the first or last page to allow users to Print, Save-As, Clear Form, Visit Freedom Designs' website, or email the single form to Customer Service.

For additional questions contact Customer Service:
(800)-331-8551 or customerservice@freedomdesigns.com.