

FILLABLE ORDER FORM TIPS

- You must download the Order Form to your computer (ex. Desktop, My Documents . . .) and "Save" the file (ex. Freedom Chair and Seating Order Forms). You may want to make sub files (ex: P.R.O. CG, NXT, Easy Order Form, Simply Seating, etc. . .)

- You **cannot** fill out an order form directly on the website – It will not work on all computers.

- Once the order form is saved to your computer you can fill it out and "Save As" to keep the completed order in your customer files. The blank original will be ready for the next order.

- When your order is completely filled out, click the "Email It" button and it will send the order to Customer Service to be processed.

- If you are unable to use the order form after saving it to your computer, check to see if your Adobe is updated. This is done by opening Adobe (found in "All Programs") click on the "Help" tab, scroll down to "Check for Updates" and click.

- Periodically you want to check the Freedom Website (www.freedomdesigns.com) to be sure you are using the most current order form.

- If you have any questions regarding fillable order forms, please call Customer Service Toll Free @ 800-331-8551.