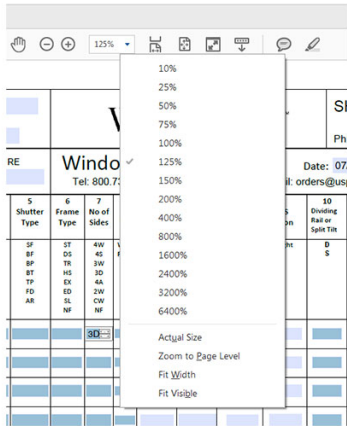


July 7, 2016

Procedures on how to use the 2016 Interactive PDF Order Form:

- 1) Depending on your monitor screen size you may need to zoom in to be able to see the form clearly since the forms layout are max out to the limit. **Zoom to 125% or 150%.**



2) List Box Drop Down Selection

A. You can use the list box or type it in	B. Select the option from the list box drop down.	C. Mouse click inside the list box to activate your selected option.
<p>The screenshot shows a form with a list box containing the value '3D'. The form includes a header with 'Window' and 'Tel: 800.737.451', and a table with columns for Frame Type, No of Sides, and W - W F - Fran.</p>	<p>The screenshot shows the same form as in A, but with a dropdown menu open, displaying the selected option '3D'.</p>	<p>The screenshot shows the same form as in A, but with a mouse cursor clicking on the list box to activate the selected option.</p>

3) Reset & Help Button

Reset Button = will reset the row.

Help Icon Button = will show the legend

17 Post from Left Center of T-Post		18 Window Side by Side
1	TP2	Y or N

HELP

R

4) Customer Service Button (NEW)

All these Interactive PDF forms will go directly to orders@uspolymerinc.com and whoever is handling & reviewing the order form data for accuracy will now be able to reply immediately to the customer by pressing the CS button (top left corner of the form) and can add some comments or correction to the form before sending it back to the customer. This way the customer will not be in limbo whether we receive it or not provided that they input their correct email address in the form

w Help

WoodlandWinSizeJ... x

1 / 2 125%

Customer Service Use Only

BILL TO: [Redacted]

Acct. # [Redacted] Ph: [Redacted]

Shutters are custom made. This order is not subject to cancellation or change

CUSTOMER SIGNATURE [Redacted]

SHUTTERS M A R T
WOODLAND™
Wood Composite Shutters

Window Size Order Form Date: [Redacted]

Tel: 800.737.4569 • Fax: 323.727.6891 • Email: orders@uspolymerinc.com

5) Attach Image Button (NEW but optional only)

Mouse click the image box to bring up the file explorer, mouse click "Browse Button" to specify the image location.

How did Damage Occur?

What is needed to Correct Pro

Attached an image here

Selection

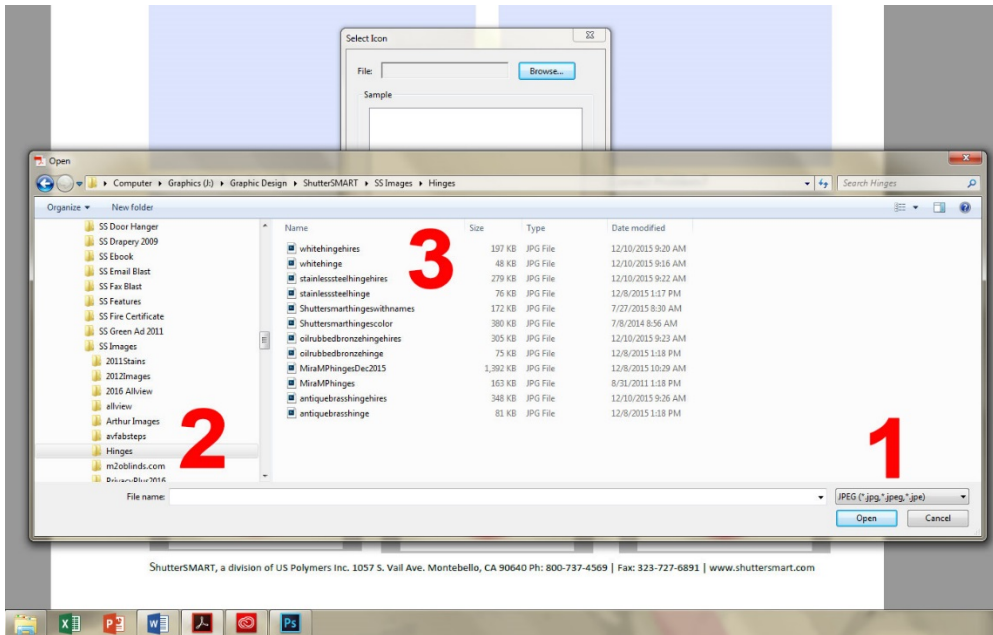
File: [Redacted]

Source: [Redacted]

Open

Cancel

- 1) Select the file extension of the image you want to attach, example JPEG.
 - 2) Select the file folder.
 - 3) Select the filename of the image.
- Select the OPEN.



Select OK to attach the image.

