Using the SVGNA Literature Order Form

1. Must have Acrobat Reader DC or other Adobe Reader installed on your computer.

   https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html?promoid=C4SZ2XDR&mv=other

   (A FREE program at www.adobe.com, no affiliation or endorsement implied or intended.)

2. Download literature order form from SVGNA Web Site, (www.svgna.org), (*Recommend to Save to your computer.*)

3. Open form with your version of Reader. It should have a green box at the top explaining that it has fillable form fields and can be saved to your device or Acrobat.com. (*Recommend to save as SVGNA Order Form – Blank.*)

4. When starting to complete the form, place your cursor in the light blue box that you want to insert text or numbers into. (*Recommend to save on your device with the current date to ensure your work is saved properly.*)

5. You will still need to calculate the line totals, page 1 and page 2 Sub-totals, the Sub-total, Handling Fee, and Order Total. Please remember to insert your Group Name on the bottom of page 2. (*Recommend to save on your device with the current date to ensure your work is saved properly.*)

6. Email completed literature order form to: literature@svgna.org

7. Print out one copy to place with order payment in the space provided at the ASC meeting. (*Recommend to print another copy for your reference when picking-up order.*)

8. Upon arriving at the monthly SVGNA ASC meeting, skip the line and drop your payment, with a completed copy of the order placed, in the box provided. **Please remember to pick-up your literature at the end of the ASC meeting.**

9. If you encounter any problems, please contact Danny G., 209. 303.3120 **or** Clif G., 209.450.6772 for assistance.

Thank you for participating in this effort to streamline our literature ordering process. Your feedback and suggestions are appreciated and encouraged.

Yours in Service,
Danny G., Literature Chair, SVGNA