

Instructions for Filling Out the PDF Order Forms:

- 1. Open either PDF form.**
- 2. Fill in the blanks (use your “Tab” key to navigate from blank to blank)**
- 3. Using your mouse click on the “box” in front of the correct payment method and if it’s a credit card click on the “box” in front of the correct credit card being used.**
- 4. Once you have the form filled out and are done, print, then scan it as a picture (jpg format) and attach it to an email, then email it to Cindy:
at beadlady@beadlady.biz**

Please note you can only print this document.