

Instructions for Editing Flyers and Order Forms

We have created these convenient brochures/flyers and order forms to be customized by **you** for marketing and to receive orders from your customers (**see attached**).

We have set these up for you to open and **EDIT** in **Adobe Acrobat Reader** to **allow you to easily customize them** to your business. To customize with your logo or text information please follow the instructions below:

NOTE: You may want to save these files in a separate location on your computer so that you have the original files to go back to (or you can download the original files again).

INSTRUCTIONS TO EDIT

Customize Your Brochures:

1. **Open Brochure File(s) –**
 - a. **There are two brochure files.**
 - b. **One will display YOUR LOGO the other is to display your company information in TEXT FORMAT ONLY in the return address section.**
2. **Click** on the **“Your Logo Here”** Graphic. Select your logo from your computer file manager and it will size it and insert the photo. **If you are using the brochure with the text field for the "Return Address"** rather than a logo you can just change the text information by typing your company name and address, etc.
3. If you plan to send these to your customers via US Mail or e-mail, you can change the **"Recipients Name and Address Information"**. Otherwise you can delete this address information and have it blank so you can bring them to your inspections.
4. On the **bottom of the last page there are 2 lines for your contact information**. You can replace this with what ever you would like by **clicking and typing**.

Customize Your Order Forms:

1. Open the order form. Simply Click on the **“Your Company Name Here”** TEXT and replace the text with your company information.
2. You can type in this order form then print it or save it.

NOTE: **You can save your changes for future use** and either print them on your personal printer or take them to any copy center.

Thanks again for your business!