

Electronic Order Form Instructions

If opened with Adobe Reader or some browsers, the form is “fill-able” and can be sent via email by clicking the “submit” button at the top. User entries on the form can be completely cleared by clicking the “clear” button at the top.

Use the product list to fill in the one-page blank form. **Make sure to input the item number on the form.**

Download the form to your computer. Note where it is saved. Once it is downloaded, you can use it every week. You won't need to download it again.

Open the saved file. Make sure to use the “open with” option (right click on the file to bring up this option) and open with Adobe Acrobat/Reader.

Fill in the form, making sure to include the item number. If you make an error, you can correct by deleting a specific entry or clicking “clear” at the bottom.

Click “Submit” at the bottom to automatically email it. The first time you click submit, you will get a dialog box with prompts to set up and give permission for Adobe to use your email address to send it. You will need your email address and your password.

After submitting, double-check your sent mail to make sure it was sent. If the submit button does not work but you are able to fill in the form, there should be an option somewhere in your browser or application to send the form via email. The email address to send it to is countrysidecoop@tds.net. If you send it via that method, please double-check your sent mail to ensure the filled out form, not a blank form, was sent.

When the Co-op reads the email and opens the submitted form, you will receive a confirmation email. The Co-op typically checks email on Wednesdays, Fridays, and Saturdays.