



Mitre 10 & Home PDF Submission Form - Instructions for Use

This is an interactive PDF form that is designed to facilitate the sending of PDF project files to TuffPlans® for processing.

Copy this form to your computer desktop

- Save the PDF file named **"IHG-M10&Home-SubForm-V3.pdf"** to your computer desktop or place in a named folder.

Using the form

Entering Company Details

- Open **"IHG-M10&Home-SubForm-V3.pdf"** by double clicking on the file.
- Enter details into each of the fields in the **"Company Details"** fields by clicking in the field then press **"TAB"** which will take you to the next field.
- Once you have completed entering details in this section save the file with a unique name so that the **"Company Details"** will reappear next time you open the form.
- In the **"Store Order No"** field enter your order number which we need prior to processing this TuffPlans® job.
- In the **"IHG Store Number"** field enter your Mitre 10/IHG Store identification number.
- In the **"Delivery Address"** field enter your Street Address for delivery of your job by Courier.

Entering Job Details

- The fields **"Job Type"**, **"Media"**, **"Original Size"**, **"Print Size"** and **"File Type"** all have default values so these do not need to be changed unless you want to make a change using the drop down menu.
- In the **"Date Required"** field use the drop-down to select the date you want the finished plans delivered, as long as we have received your PDF files by 12pm we should be able to deliver your job within the scheduled time.
*** Refer to the Document 'M10-AustShipping-Dec'11-18.pdf' for transit times to your location.*
- In the **"Job Number/s and Site Details"** field enter any job number/s or details.
- If you have any other relevant details or specific instructions in regard to the job enter these in the **"Other Details"** field.



Attach your project's PDF/s

- To attach the PDF/s you want to send to TuffPlans® for processing click on the **PDF** button, using standard windows procedures to select the file/s you want.
***The selected files will appear in a panel to the left.*
- Now that the PDF/s are attached you need to click on the **Submit** button which will create an email with your file attached. The email will appear in your email app. for sending to TuffPlans®.
- If you want to print a copy of this form click on the **Print** button.
- Now that you have completed entering data into the form and sending it to TuffPlans® click on the **Clear Data** button, this will remove all the data that you have entered except the fields marked with a red asterisk.
- Save the form in the normal manner, it will be ready to use over and over again.



For assistance in using this form call our HELPDESK on 1-800-636-098

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