

1. Fill out form.

Fuel System Driver Form.pdf - Adobe Acrobat Pro

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Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients. Highlight Fields

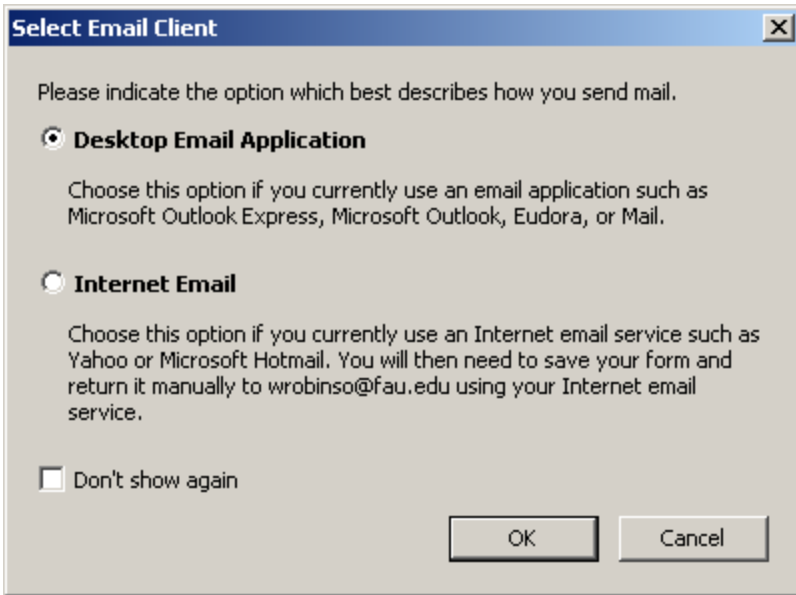
| | Name | Phone | E-mail | |
|----------------|-------------------------------------|-------|--------------------------------------|---|
| 1. Driver Name | <u>ROBINSON</u> Last | | <u>WILLIAM</u> First | <input checked="" type="checkbox"/> ADD <input type="checkbox"/> REMOVE |
| 2. Driver Name | <u> </u> Last | | <u> </u> First | <input type="checkbox"/> ADD <input type="checkbox"/> REMOVE |
| 3. Driver Name | <u> </u> Last | | <u> </u> First | <input type="checkbox"/> ADD <input type="checkbox"/> REMOVE |
| 4. Driver Name | <u> </u> Last | | <u> </u> First | <input type="checkbox"/> ADD <input type="checkbox"/> REMOVE |
| 5. Driver Name | <u> </u> Last | | <u> </u> First | <input type="checkbox"/> ADD <input type="checkbox"/> REMOVE |
| 6. Driver Name | <u> </u> Last | | <u> </u> First | <input type="checkbox"/> ADD <input type="checkbox"/> REMOVE |
| 7. Driver Name | <u> </u> Last | | <u> </u> First | <input type="checkbox"/> ADD <input type="checkbox"/> REMOVE |

Submit Form to Buildings and Grounds

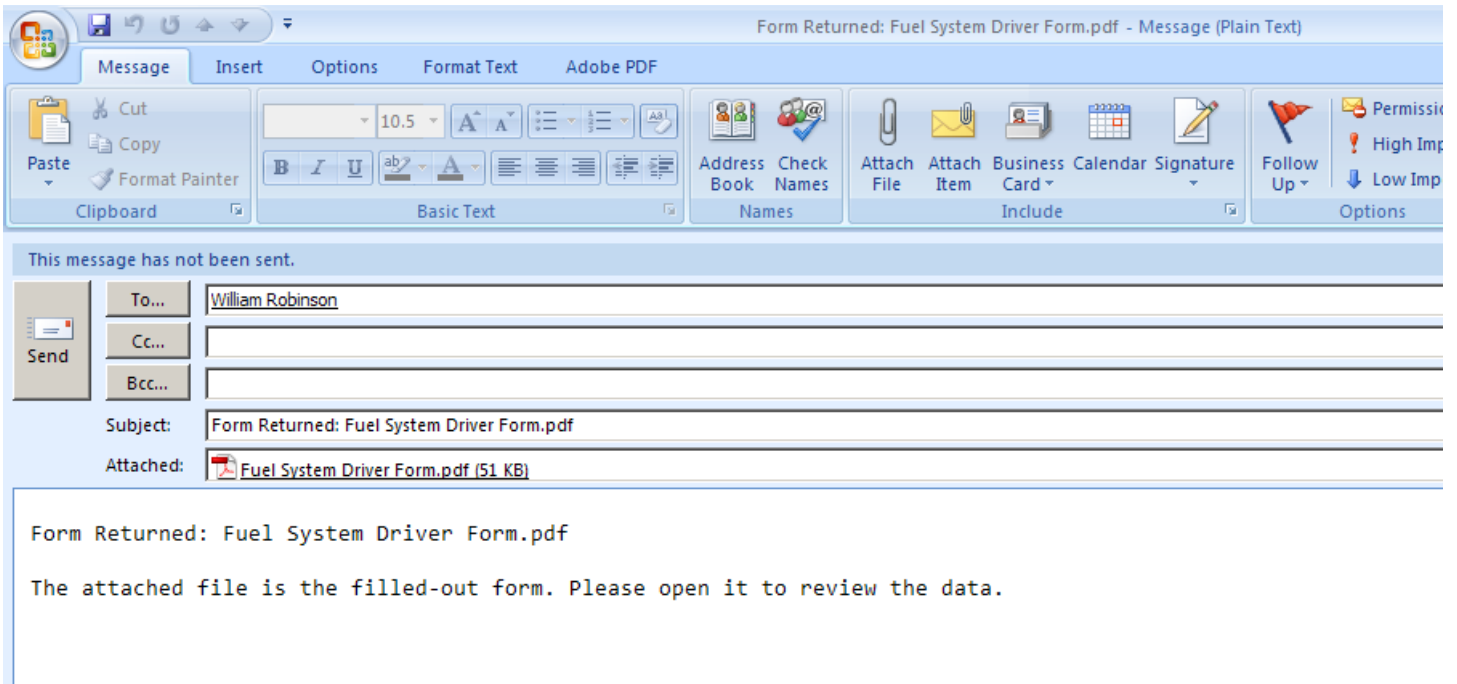
2. Click on button 'Submit Form to Buildings and Grounds'.

Submitting the form will generate an email message to the Buildings and Grounds Department.

3. After clicking on the button 'Submit Form to Buildings and Grounds', the following window will appear, prompting to select the email client that you use. For most of us, we use a Desktop Email Application (i.e. Microsoft Outlook).
Select the appropriate option and click OK.



4. Your email editor will appear on screen, with the TO: line filled in and the completed form already attached to the email. In most cases, all one needs to do is click SEND.



5. That is all there is to it. You are finished.