

# Vanderhoff Studios, Inc. Of Stained Glass

N3478 Horn Road  
Melrose, WI 54642  
(800) 322-2786

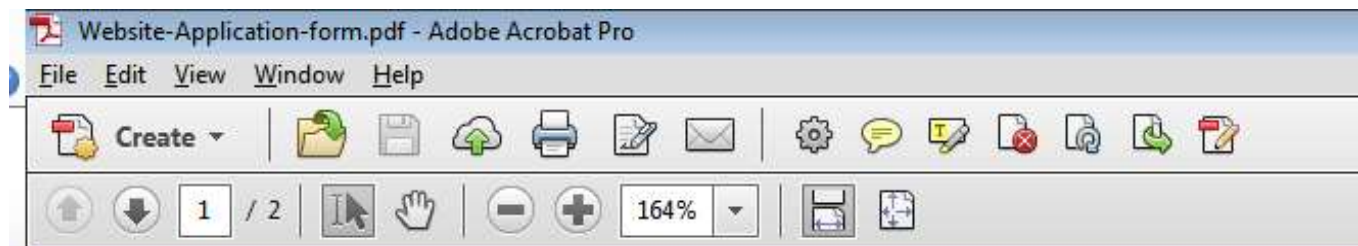
*30 years of quality & integrity*

REPAIR RELEADING CUSTOM MILLWORK PROTECTIVE STORM COVERINGS

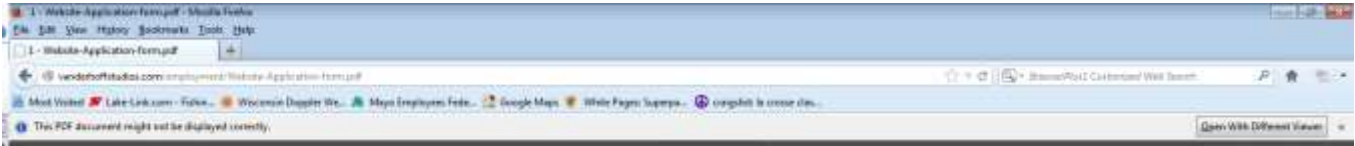
How to use this form:

This form can be filled out on line and sent to Vanderhoff Studios as an attachment or printed and filled out as a paper document.

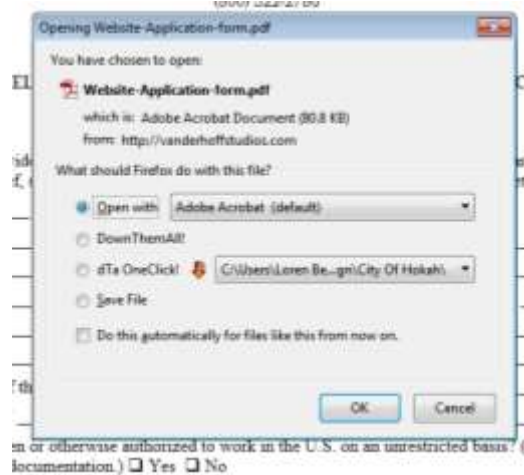
**If you use Internet Explorer** to view the site and open this form it will open directly into a PDF form that can be emailed as an attachment when you have completed filling out the information requested. Click in the date field and enter the date. You can use the mouse to navigate to the next field to be filled out or you can use your tab key. Continue through the application until you have filled in all of the information. When done filling in the information, simply click on the envelope above the percentage sign at the top of the screen and the Send email window will come up where you select the email application you want to use.



If you are using Firefox you are seeing a form that needs to be printed. With a couple of easy steps the form version can be turned on.

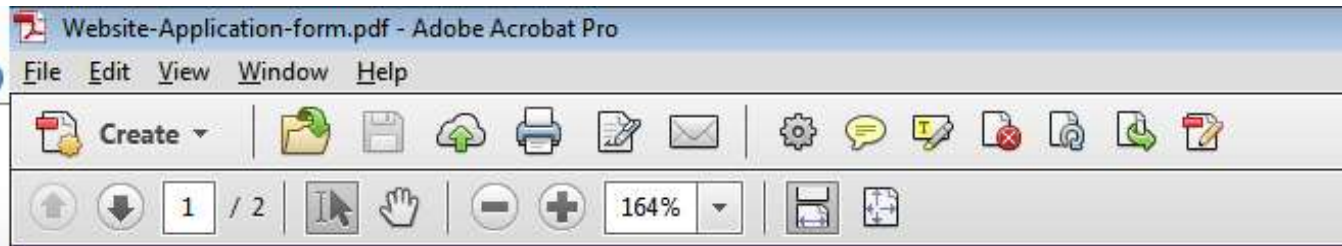


Look to the right side of the tool bar. If you see a button that says Open with a different viewer, click on it.



If it is your intent to fill this form out online and then send as an email you will click in Open with Adobe Acrobat and then click on OK at the bottom of the window above. The form fields will now work. Click in the date field and enter the date. You can use the mouse to navigate to the next field to be filled out or you can use your tab key. Continue through the application until you have filled in all of the information.

When done filling in the information, simply click on the envelope above the percentage sign at the top of the screen and the Send email window will come up where you select the email application you want to use.



If you are using Chrome, the application will open as a form to be filled out on line but it will not look like a form. Click in the date field and you will be able to type in the date. Tab or click into the next field and continue filling out the form. When done filling out the form, you will have to save the form to your hard drive and then attach it to an email to be sent to Vanderhoff Studios. Chrome does not allow for a direct email link.