

Kestrel Order Form Instructions

Thanks for using our fancy fillable PDF form. There are a few things to note about this form; see below for detailed instructions.

Using the Form

Important! Download the form, then open it; do not open it in a browser.

In order to use all the features of this form you'll need to open it using **Version 8 or newer** of **Adobe Acrobat**. If you don't have Acrobat installed on your computer, or you need to update your version, you can download it here: <http://get.adobe.com/reader/>

Mac users: You *must* use Adobe Acrobat to fill out and print this form, NOT Mac **Preview**.

If you are unable to install Adobe Acrobat 8 or newer on your computer, you'll need to print out the order form, fill it out by hand, and fax or mail it to us (see "Sending the Form," below, for fax number & address).

Filling Out the Form

When you open the order form in Adobe Acrobat, you will be able to fill in the form fields. The easiest way to move from one field to the next is by pressing the **Tab** key.

1. Enter **Today's Date**. Press **Tab** to move to the next section.
2. Fill out the **Shipping Label**.
3. Fill out the **Ordered By** section.
 - Check the box if you would like to receive and order confirmation by email (and don't forget to include your email address!)
 - Check the next box if you would like to get on the Kestrel emailing list.
4. Fill out the order form:
 - Select the **Quantity**. Press **Tab** to move to the next section.
 - Enter the **Catalog Number** and **Description**. Press **Tab** to move to the next section.
 - Enter the **Price Each**. Press **Tab** to move to the next section.
 - The **Amount** field is automatically calculated.
 - The **Subtotal** is automatically calculated.
5. Enter the **Shipping Charge** from the table to the left of the order field.
 - Add the **Raw Steel Surcharge**, if applicable.
 - **Subtotal including Shipping** is automatically calculated.
 - **Washington State** residents must add sales tax based on their local tax rate. If you don't know your local tax rate you can look it up online here: <http://dor.wa.gov/content/findtaxesandrates/salesandusetaxrates/lookupataxrate/default.aspx>. Enter your tax rate as a decimal amount: for example, 7.5% is entered 0.075 as a decimal amount.
 - The total **Sales Tax** is automatically calculated.
 - **Grand Total** is automatically calculated.
6. If you have special instructions about how your order should be shipped, add these under **Shipping Notes**.
7. If you make a mistake and wish to clear the form, click the **Clear Form** button at the bottom of the form.

Sending the Form—Choose One Method

1. At the top of the order form, press the **Print Form** button to print your completed form. **Mail** it to: Kestrel Tool, 180 Snowberry Lane, Lopez Island WA 98261.
2. OR **Print** the form and **Fax** it to: 360.468.2103*9
3. OR **Save** it and send it as an **Attachment** in an **Email** to: kestrel@rockisland.com