

AVGEN INCENTIVES GROUP

Filling Out Family Order Form

If using the printed Family Order Form then manually enter your name, number and your gift card order. Then deliver to your administrator.

If using the Excel version then from the email attachment, open the Family Order Form. Enter all the fields that will not change such as name and phone. Then click "File" and then "Save As". You may wish to name this "Master Family Order Form Revision Date". Save this to your Documents folder. This will become your master document and can be used repeatedly. Close this document for later use.

To create an order simply open the Master Order Form and use "Save As" to create a copy as your current order. You may wish to use the date, etc to name this new document. Enter your order into this document, then save and close it when done.

To send your order to your administrator, open your email program and send the order as an attachment.

Filling Out and Sending Excel Order Form

The first step is to create a master document. Enter all the fields that will not change such as account code, contact, phone, organization and ship to address and then click "File" and then "Save As". You may wish to name this "Master Group Order Form *revision date*". Save this to your Documents folder. This will become your master document and can be used repeatedly. Close this document for later use.

To create an order, open the Master Group Order Form you created and use "Save As" to create a copy as your current order. You may wish to use the date, etc to name this new document. Enter your order into this document, then save and close it when done. Note when making entries into the Group Excel Order Form, put all your entries to the right of the green vertical bar. Note, if you are getting a protection message then you are in the wrong area. If you like, you can put the names of your Families at the top of the columns and their orders below. You can also copy and paste from each Family Excel Order form to create your complete order. The program will add the orders together, creating one order and also statistics which, if desired can be entered into the TRIP sheet.

To send your order, open your email program and send the order as an attachment. Please include payment information as to how, how much and when it will be done. Then send to both avgen@rogers.com and sales@avgen.ca. Also put yourself in the CC. If you do not receive a confirmation from us within 1 day then please contact us by telephone. Once we have your order and is being processed, please re-check it for accuracy and notify us immediately of any errors. It is much easier and less costly to correct any errors before we ship it to you.

Please note that if you wish to make a revision to an order that you have already sent, then send us a complete new order and please write that this is replacing your previous order.