

Instructions for Completing Prequalification Form

Software Required:

The attached form is designed to work with the free version of Adobe Reader. The latest version of Adobe reader can be downloaded for free from:



<http://get.adobe.com/reader/>

Please fill out the form electronically, do not print the form, fill it in manually, and submit a paper copy. The form is configured to work directly with AdvanceTEC's subcontractor database, so an electronic submission is required.

Form Completion:

To complete the form, type in the boxes. Note that certain selections may require certain types of information, i.e., boxes looking for dates, will require a date to be entered, or a box looking for a number will require a number. To move between the fields of the form, you can either utilize the TAB key or select a box using your mouse. Certain form fields may allow for multiple selections, as noted on the form, hold the Ctrl key to make multiple selections.

Please note that you can save the form at any time, and finish the form at a later date. The data you have already entered will be in the saved form.

Form Submission:

Forms can be submitted via email in one of two ways:

1. Utilizing the submit button on the top right corner of the form. This will automatically attach the form to an email, utilizing your email software, and send it to the appropriate address. This will only work with a corporate based email system such as Outlook or Exchange. It will not work with Hotmail, Yahoo, AOL, etc. type email addresses.
2. Manually attach the completed form to an email, and submit it to:

contractors@advancetecllc.com

Form Completion Questions:

For technical questions regarding the completion of the form, please contact Michael Sims, via email at michaels@advancetecllc.com, or via phone 1-804-378-1550.

Here are some tips if you are having trouble with the form:

1. "are you using Adobe Reader, and if so what version"?

Users can update to Adobe Reader XI and they will be able to save forms without the forms having special Extended Reader Rights as the previous versions required

2. When using Acrobat pro, you have to run 'Distribute' from the forms menu.

Then you'll get several choices how to send and receive your form, it will run out three forms; your_original.pdf, your_original_distributed.pdf and your_original_responses.pdf
The form your_original_distributed.pdf will be the one you send out, and has the option to save the form with data filled out.

3. by going to [File]>[Save as other]>[reader extended PDF]>Enable More Tools (including fill-in & save)

We appreciate you taking the time to complete the form, and look forward to working safely with you on a project in the near future.