



P. O. BOX 21451 • ST. PETERSBURG, FLORIDA 33742  
PHONE: 727-460-0638 • E-MAIL: SUPPORT@PCBIZNET.COM

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## Convert Your Static Forms into Fillable PDF's Today!

### What do we do?

We create online business forms in which users can enter data, save the file, as well as print the completed form.

Many of you are familiar with the Adobe Reader software program because it has been installed on almost every computer in the world to at least view PDF forms. However, if the PDF file is not created as a "fill-in" form, Adobe Reader users cannot enter data into the form. At PCBizNet, we create online or offline forms in which users can enter and save data, as well as print and e-mail the completed online form. We refer to these forms as being "fillable."

**What do you do to have us create your fillable forms?** You send us your existing business forms as either electronic files (Microsoft® Word, Excel, PowerPoint, and many other formats) or a hardcopy printout. We then build the forms to be PDF files that can be electronically completed by users.

We can build your forms to have text fields, check boxes, option buttons; field drop-down lists with predefined text, list boxes, and more!!!!

**Why do you need PDF fillable forms?** The explosion of the Internet and e-mail has changed the landscape of the business world. Faxing documents is no longer the preferred method of getting your business forms to your clients or employees. Faxing produces a poor quality output that continues to degrade as it is faxed over and over again. If you have not already started using electronic forms, then ask yourself these questions:

1. Are you tired of messy handwritten applications or forms?
2. Do you want to protect your business forms from being edited or changed by users?
3. Are you tired of having your business forms look like copies or copies of copies or faxes?
4. Want forms available on your website for easy distribution to clients or employees?
5. Do you want to your business to look more credible and professional than your competitors?

If you answered, "YES" to any one of these questions, then your business needs our help. Let PCBizNet do the work for you. The process is fast, easy, and affordable. Catch up with the industry and automate your business now before your competitors leave you behind. Don't wait another year, call or e-mail us today.

We are your one stop computer Guru! If your problem has anything to do with technology, we can help. Give us a call today and find out how we can save your company money!





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### Customer Information:

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### Instructions:

1. Complete this application.
2. E-mail / Mail -Your document along with this application to:  
E-mail: [orders@pcbiznet.com](mailto:orders@pcbiznet.com)  
**or**  
Mail: PCBizNet  
P.O. Box 21451  
St. Petersburg, Florida 33742
3. Once we receive your order, we will send you an estimate for our services (free of charge).
4. Once you approve the estimate, we will convert your submitted document to PDF per your request described below, and a copy will be sent to you for your approval. (This copy will be for review only; the printing/saving function will be blocked.)
5. Once we receive payment for our services, we will email you a final copy with all restrictions removed.

**Section 1:** Electronic Documents- Use this section only if you submitting a electronic document via e-mail. e.g.,(Word, WordPerfect, Excel, Powerpoint, existing PDF...)

- A. Convert document into a PDF? Yes No  
B. Add Form Fields? Yes No  
C. Add Calculated Fields? Yes No (Complete Section 3)  
D. Add Bookmarks? Yes No (Complete Section 4)  
F. Add e-mail Control? Yes No Email Address: \_\_\_\_\_

**Section 2:** Hardcopy submission- Copies received by mail

- A. Scan document into a PDF? Yes No  
A. Convert document into a PDF? Yes No  
B. Add Form Fields? Yes No  
C. Add Calculated Fields? Yes No (Complete Section 3)  
D. Add Bookmarks? Yes No (Complete Section 4)  
F. Add e-mail Control? Yes No Email Address: \_\_\_\_\_





**Section 3:** Calculated Fields Detail- Please list the fields that you would like to have a calculate function. Example: Field 3a through 3e on page should total in field 3f.

**Section 4:** Bookmarks- Please