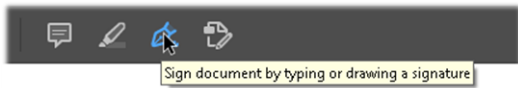


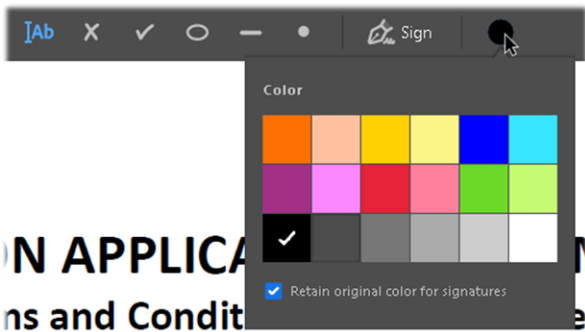
To complete form using Adobe Acrobat:

- 1) Open form *outside of browser* using Adobe Acrobat.
 - a. Form must be saved to your PC and opened from 'Downloads' or other folder.

- 2) Click the 'Fill & Sign' button in the toolbar



- 3) Please select blue or black for 'ink' color



- 4) Click the 'Add Text' button



- 5) Hover over text fields and click the blue highlighted text field when it appears.

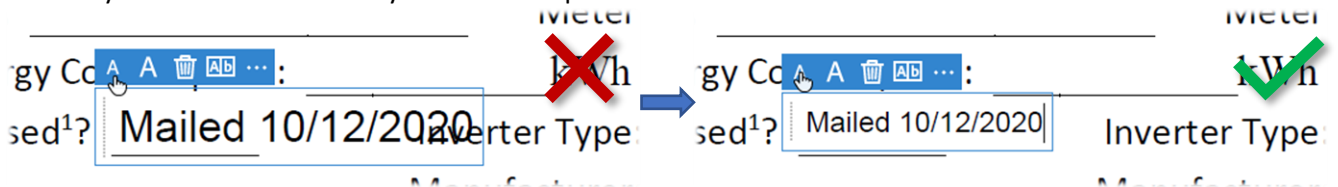
Personal Name and Mailing Address of Customer-Generator

Name:

Mailing Address:

- a. Note: Text may be added anywhere in the document using this tool, by clicking the highlighted fields when they appear, correct alignment is ensured.
- b. If adding additional notes for clarification, an alternate color such as blue or red may be helpful.

- 6) Text may be resized as necessary to fit within space allotted.



- 7) Once all fields are completed, click 'Close' in the signature toolbar



- 8) Save the PDF and print or send. You may re-open and continue to complete or edit the form later.