Instructions for Ordering Sample Transmittal Cards
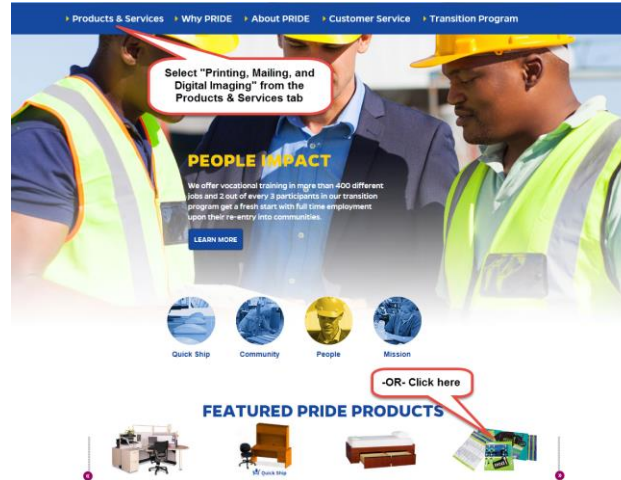
<u>From P.R.I.D.E.</u> (for hard copy)

- Go to: https://www.pride-enterprises.org/
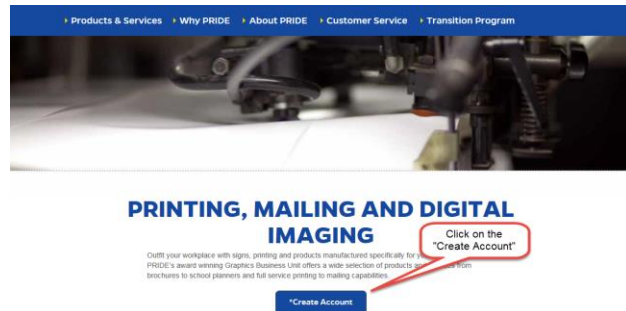- Once at the web site, you need to access the Printing, mailing, and Imaging section
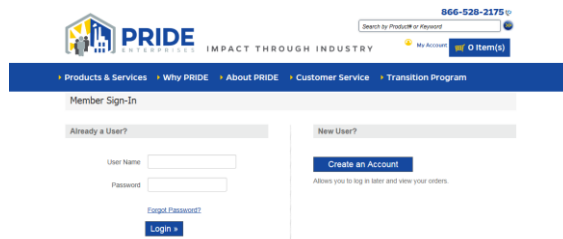 - You can select the Product & Services tab
    --OR--
  - Click on the pamphlet icon lower down the page (depending on how your screen opens, you may need to scroll through the selections to find the correct icon

- You will need to click on "Create Account" to move further – This take to the log in area if you already have created an account with P.R.I.D.E.

- Here you can log in and shop.
- If you need to create an account, click "Create an Account" and follow the prompts through the process.

- Note: there are two Versions of the Sample Transmittal Card:
  The order number for the Project Sample Transmittal Card is:
  3DOTProgramSampl (<u>no "e"</u>)
  The order number for the Program Sample Transmittal Card is:
  3DOTProjectSampl (<u>no "e"</u>)
  You can access form instructions be following the steps below:

From the Office of Organization, Forms and Procedures

(*Using this process will require you to make your own copies of the Sample Transmittal Form*)

- Go to the online web site at http://www.dot.state.fl.us/proceduraldocuments/
- Click on <**FORMS>**
- Click on Download Forms <**By Number>**
- Click on <**6** 00>
- Page down until you find **675-050-4A – Project Sample Transmittal Card**
  --OR--   **675-050-4B – Program Sample Transmittal Card**
- Click on the read-only Adobe (pdf) formatted form
  o Adobe allows you to print your own form
- **Note: There are form specific instructions that you can click on**

--OR—from the Materials web site

- Go to the online web site at http://www.dot.state.fl.us/statematerialsoffice/
- Click on <**Documents and Publications>**
- Scroll down to <**C-22 (Sample Transmittal) Cards - General Instructions**>
- Select either <**Project**> or <**Program**>