
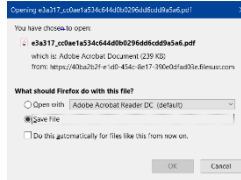
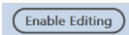


Interactive Bid Form

If you wish to lodge a bid by email complete the **Interactive Bid Form** and complete the following steps


- Select “Interactive Bid Form” with left mouse button and the form will open – you will not be able to fill in any areas on the form
- You will now need to “download” the form using the  Icon at the top right of the black screen
- A drop down screen will appear



- Select “Open with” “Adobe Acrobat Reader DC”. With left mouse button
- If the “blue” areas show proceed to (f) if the “blue” areas are not showing then select the  at the top of the document and the “blue” areas should then show
- When form is opened the “blue” areas on the form are the areas (fields) you will need to complete. Use the “TAB” key on your keyboard to move to the next field required or use your mouse to select the next field.

Please purchase for me the lots listed below at the lowest price under my bid.
My limit is \$ (excluding buyers' premium).

LOT No.	BID \$	PHILAS USE	LOT No.	BID \$	PHILAS USE	LOT No.	BID No.	PH

(If the form is showing an editing panel on the right side, select the  to expand the form and minimise the editing panel)

Completing the form

The first section covers your bid Limit (if appropriate), continue and complete “Lot No” and “Bid” as required. You can either enter the information across the columns or down the columns, ensuring your lot and bid information are in adjacent fields. **PLEASE ensure that you enter the dollars only in your “Bids” (20 not 20.00)**

The second section requires additional details -

- To receive **Philas News via email** just select the and a tick will appear and “Tab” to enter your email address
- How to **obtain your winning bids** – select one of the two check circles
 - “I wish to collect” - select circle – enter the DD/MM/YY for collecting and any enter any special instructions that you want (i.e loading dock access) in the “Comments” field
 - Lots to be “Posted” Select circle – if different address to your details to be entered below please address into “Comments” field


The Third section requires your personal information & payment details

- Name
- Address
- Phones Numbers - Home (incl area code) & Mobile
- Select only one of the two options -Visa circle or Mastercard circle

e. Credit Card number – enter all the numbers (**without any spaces**)

f. Expiry Date – enter expiry date as MM/YY

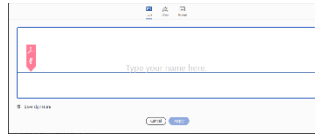
g. Card Holders name

h. Signature – select field – select  from top tool bar



i. A new menu will appear - select **+** after “Add Signature” +

j. A new panel will appear
top of the panel



select “Type” from choices at the

k. Put your cursor on the “Type your name” and type your name and it will appear on the line in script.


l. Select “Apply”

m. Your “Signature” will appear on the adobe form and by using your left mouse button you can move it to the “Signature” Field

n. Save the completed file to your computer – Select “File” at the top left of your screen

File Edit View Window Help

o. Select “Save as” - Save the completed form to your computer – make sure you remember where you have saved it.....it is your copy of the bids you have lodged

p. You will now need to email your auction bid sheet to Philas at auction@philas.org.au and attach your completed and signed bid form. To attach your form to the email use “Insert”  and then select the file from the location your saved it.

q. An email confirmation of receipt of your bid will be sent to you by Philas