

**Subject:** 160810 Official Communication - Downloading Revised Audit Form; Cat Sales Has Degree Rings

## **WOTM Official Communication for August 10, 2016**

### **Solutions for Downloading Revised Audit Form**

Some of our Chapters have reported having a problem downloading and saving the revised Audit form. Please make sure you are using Adobe Reader version 11 or the form will not save. Attached please find Step by Step Instructions to update/install Adobe.

The directions are as follows:

Copy the following link to your browser and press enter to go to the website. <http://adobe-reader.en.softonic.com/download>

Click the Green Download button.

You will come to Step 1 of 3

Uncheck the Optional offers, then click Install Now.

You will come to Step 2 of 3. It will begin the installation. The bar will move across to show the progress of the installation.

Step 3 will be the completed page. Click Finish.

You should now be able to save the form and complete and save the information. Remember the form must be saved to your desktop or somewhere on your computer. Do not fill it in from the email.

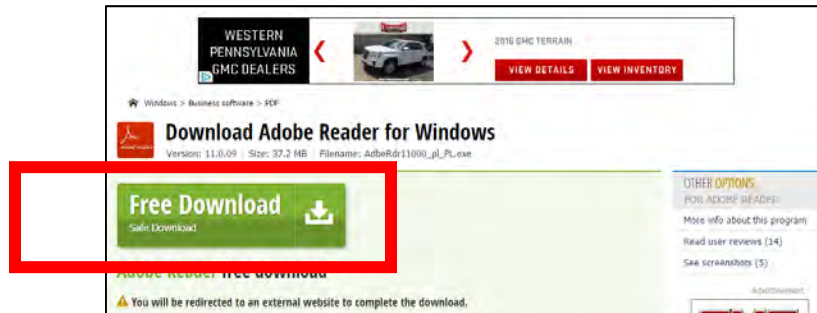
Thank you – please feel free to contact the WOTM office or the HelpDesk with any questions.

**Catalog Sales has a beautiful selection of Degree Rings – Order yours today!**

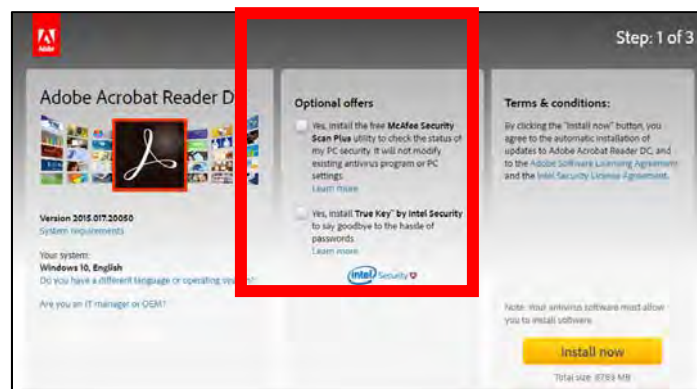
# Downloading Adobe Reader 11

Go to the following web address: <http://adobe-reader.en.softonic.com/download>

Click on the Green Free Download Button



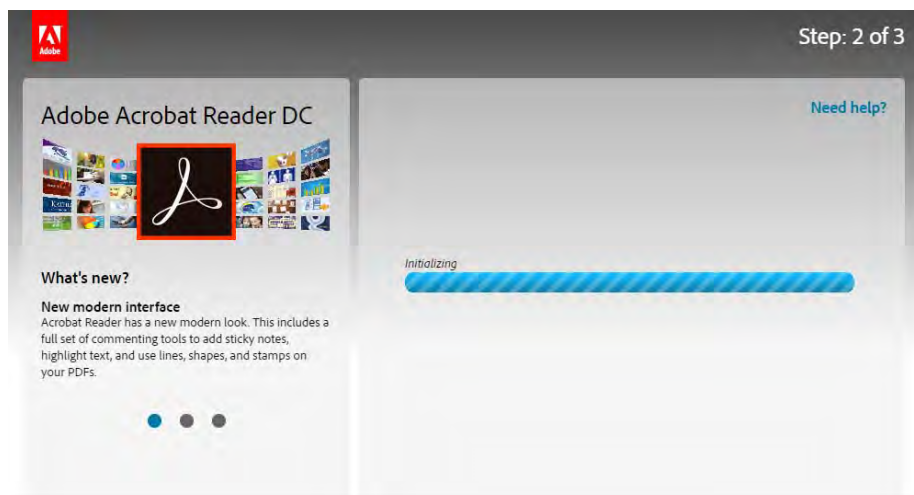
You will come to Step 1 of 3



Remove the checkmarks from the Optional Offers field

Click the yellow button – Install Now

You will then come to Step 2 of 3 – The installation will begin



When the installation is complete, you will arrive at Step 3. Click Finish.

# Women of the Moose Degree Rings



### Academy of Friendship

C475	Sterling Silver	\$295.00
C476	10K Gold	\$495.00



### Past Regent

C477	Sterling Silver	\$325.00
C478	10K Gold	\$550.00



### Star Recorder

C479	Sterling Silver	\$325.00
C480	10K Gold	\$550.00



### College of Regents

C481	Sterling Silver	\$325.00
C482	10K Gold	\$550.00

Catalog # \_\_\_\_\_ Description \_\_\_\_\_ Size \_\_\_\_\_  
(Degree/Gold/Silver) (Full & Half Sizes)

Rings are custom ordered. Please allow 4-6 weeks for delivery.

Please ship my Degree Ring order, which you will find enclosed  
 Check # \_\_\_\_\_ for \$ \_\_\_\_\_ (IL orders add 7% sales tax)

Mail Orders & Catalog Sales  
 Payments to: 85 N International Dr.  
 Mooseheart, IL 60539

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Signature: \_\_\_\_\_

PACKING & SHIPPING CHART	
<i>Please use this chart to compute your packaging/shipping cost. These charges represent only part of the actual cost, we pay the rest. Illinois residents please include 7% sales tax.</i>	
ORDERS	ADD
Up to \$15.....	\$6.30
\$15.05 to \$25.00.....	\$9.50
\$25.01 to \$35.00.....	\$12.35
\$35.01 to \$50.00.....	\$13.75
\$50.01 to \$75.00.....	\$15.75
\$75.01 to \$100.00.....	\$18.50
\$100.01 to \$125.00.....	\$20.25
\$125.01 to \$150.00.....	\$22.75







Please state Catalog # when ordering.  
 Phone (630)966-2250  
 Fax (630)859-3503  
 catalogsales@mooseintl.org