



# INSTRUCTIONS ON USING THE MGSOSA T-SHIRT ORDER FORM

1) Fill in all your information directly onto this form

2) PRINT: Once you have filled in all your information for the orders, print a copy of the form to be mailed to the address provided. Make sure to print a copy for your Church Records as well. A print tab has been added to the top of the form for your convenience.

**WARNING: ONCE THE PAGE IS CLOSED, ALL INFORMATION WILL BE LOST. MAKE SURE YOU PRINT A COPY BEFORE CLOSING!**

3) SUBMIT BY EMAIL : Once you have typed in all the information and printed the 2 copies,

a) Click on the `Submit By Email' button on top of the form.

b) More than likely for most of you a Microsoft Outlook Page will open

c) Double click on the `ATTACHED FILE' in Microsoft Outlook which says

“ MGSOSA T-SHIRT ORDER FORM (FILL IN FORM)”

d) When you have double clicked it, you will be asked to either save the file or to open it.

Please click on the option to save and save it your desktop.

e) Attach the file that you have saved on your desktop into your email to be sent to us.

(From yahoo, Gmail, hotmail, etc...)

f) In the subject of the email type in MGSOSA T-Shirt Order Form with the Church Name

g) Send email to [palamattam@aol.com](mailto:palamattam@aol.com) and [dnjerryjacob@gmail.com](mailto:dnjerryjacob@gmail.com)

4) CONFIRMATION: You will receive a confirmation email from us with the actual order form in the PDF format once we have received all the information from you.

If you have any questions or if this is confusing please feel free in emailing us at

[dnjerryjacob@gmail.com](mailto:dnjerryjacob@gmail.com), [palamattam@aol.com](mailto:palamattam@aol.com) or by phone at (845) 519-9669 or 201-707-5918.