

## **Instructions for ordering Fresh Meat:**

You may: a) Come in and place your order, b) call us to place your order or c) click one of the order form buttons on the previous web page. **If you chose option c) please read the following information:**

- 1) If you have the Microsoft Excel program on your computer and you know how to save and attach an Excel Document to an e-mail, you can click the "Excel Order Form" button which will allow you to fill in the information on line or,
- 2) If you do not have Excel installed on your computer: Click the "PDF Order Form" button. Print it, fill it out, and either fax (704-532-9111) it or drop it off at Gleiberman's.

When using the "Excel Order Form":

- 1) Click the "Excel Order Form" button.
- 2) Select "Open"
- 3) Fill out the customer information section on the top of the form
- 4) Indicate the number and/or pounds you require.
- 5) Save the completed form and e-mail it to [orders@gleibermans.com](mailto:orders@gleibermans.com)