

# CATLETTSBURG BOAT STORE

MILE 318 OHIO RIVER

**Phone: 606-739-5166**

**Fax: 606-739-5167**

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## Grocery Order Email Instructions

1. You can "Open" this document each time or you can "Save" this document to your computer as a blank to use for future orders.
2. With the document open, click "Save As", enter your boat name and the date in the appropriate place in the file name (example: CBS\_GroceryOrder\_RiverBoat\_29jan2008.doc), and click "Save". Be sure to know where it is saved on your computer.
3. Fill in your order (This form is a protected document. You will be able to fill in the gray highlighted areas only.)
4. Once your order form is filled out and saved, just click on [GroceryOrder@Windstream.net](mailto:GroceryOrder@Windstream.net), attach your order form file to the email, hit "Send", and you are done.