

## HELPFUL HINTS

### FOR SENDING REQUEST FORMS AND OTHER DOCUMENTS

#### E-MAIL

[email@securedfutures.org](mailto:email@securedfutures.org)

*If you are e-mailing, please use any of the following formats for the attachments:*

PDF, JPEG/JPG, TIFF, PNG

FAX 215-358-2291

#### GENERAL GUIDELINES

1. Send all requests and documents/images in **1** e-mail or fax.
2. A separate request should be sent for each different payee or vendor.
3. Make sure all paperwork is legible, clear and readable. **Use blue or black ink only – no pencil.**
4. Always e-mail documents as an **attachment**.
  - a. Sending links to Dropbox, Google, etc. does not work; also sending documents inside the e-mail (embedded) does not work either.
  - b. Note to Mac Users: Make sure your e-mail setting default is set to send 'Microsoft Friendly Documents'.
5. If ordering items from an online store, please **send a screenshot** of the shopping cart in one of the above listed formats along with the request form. **Links will not work** for the shopping cart or your personal account with the vendor.
6. Each request only needs to be submitted once. If you would like confirmation of receipt, please contact us directly.
7. When sending receipts, **send the originals**, be sure to keep a copy for your records. Please maintain receipts in a neat and orderly fashion (unfold and flatten as much as possible) to ensure they are legible when submitted.
8. Fill out all forms completely, attach required documents, and remember to sign.

#### Do you have a Smartphone?

There are **2** apps available to help you scan and easily send all documents required. Both apps take pictures of your documents and allow you to save them as a PDF/JPG to make it easier to send in an e-mail.

**Genius App** or **Tiny Scanner**

**PLEASE ALLOW 5-8 BUSINESS DAYS FOR PROCESSING. INCOMPLETE FORMS WILL BE RETURNED. FORMS ARE AVAILABLE ON OUR WEBSITE IN THE RESOURCE LIBRARY.  
GOODSHEPHERDFUND.ORG**

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