

INSTRUCTIONS FOR FILLING OUT AND SUBMITTING MILITARY DISCOUNT NOTIFICATION FORM

1. Fill out each block in the application as shown in the example below.
2. Save the PDF file to your desktop by clicking File, Save As, PDF
3. Click on the Via email link on the form to open your email
4. Attach the Form to the email and Send Email to (NBVC_PAO@navy.mil; NBVC_Webmaster@navy.mil)

NOTE: Example below is for Adobe Acrobat Pro and MS Office Outlook email – your home program may be different)

The screenshot shows the Adobe Acrobat Pro interface with the 'MilitaryDiscountNotificationForm(2).pdf' open. The 'File' menu is open, and the 'Save As' option is selected, with the 'PDF...' option highlighted. The form is filled out with the following information:

Business Name:	Enter BizName Here	
Type of Business:	Service	Submission Date: 6/1/13
Point of Contact:	jane doe	Phone Number: XXX-XXX-XXXX
Military Discount Offer or Type of Discount:	5% discount for all items in store	
Dates of Discount:	6/1/2013-end of year	
Business Address:	Street: 1234 Street Address	
City:	CityName	State: CA

Below the form, there is a red arrow pointing to the text: "Please submit form [via email](#) to NBVC PAO."

The screenshot shows the Microsoft Outlook 'Compose' window. The 'To:' field is filled with 'NBVC_PAO: NBVC_Webmaster'. The 'Subject:' field is 'Military Discount Forms'. The 'Attachments:' field shows 'MilitaryDiscountNotificationForm(2).pdf (52 KB)'. The body of the email contains the following text:

Attached is our Military Discount Offer.

Signature Block
Business POC
Contact Info

REMINDER: Listings will be posted for six months after which the business must reapply. Discount offers will appear on NBVC's secured site available only to military and DoD Civilians.

This listing does not constitute an endorsement by the Department of the Navy or Naval Base Ventura County of the businesses and services rendered. All businesses listed must be made available to patrons without regard to race, creed, color, sex or national origin. For questions or more information please call (805) 989-9234.