



## *Fundamental Writes' Instructions to Order*

To order a Policy Manual:

<b>Step</b>	<b>Action</b>
1	Select and pay for the 30-policy or 80-policy version you wish to purchase from the <b>Fundamental Writes store</b> .  The 30 policy manual costs \$15.95 The 80 policy manual costs \$34.95
2	A confirmation e-mail will be sent to you along with a electronic copy of the policy manual shell. Additionally, you will receive a log in where you can find instructions that show you how to: <ul style="list-style-type: none"><li>• Update the shell with your company name</li><li>• Update the shell with your policies (fill in the policy field of each policy)</li><li>• Update the Table of Contents (automated)</li><li>• Update the Index (automated)</li><li>• Provide a copy to your attorney for review (recommended)</li><li>• Make any necessary final edits</li><li>• Save and Print</li><li>• How to add, change, and delete policies in the future</li></ul>