

## University of Massachusetts, Amherst Procurement Department Interactive Forms, including:

- **Contract for Services Amendment**
- **Contract for Services Long Form**
- **Contract for Services Short Form**
- **Sole Source for Materials (Products) & Equipment/Software Maintenance (Yellow Form)**
- **Sole Source for Professional Services (Green Form)**

### Instructions for using the interactive, digital versions of these files:

#### If you have Adobe Acrobat (Reader/Professional) the Forms will act like this:

- You can open a blank copy online, and then print or save the blank copy of the form
- You can type into fields on the form, print what you typed, and save the filled-in form
  - **See specific printing instructions on the next page!**
- You can also email a saved form (with/without typing) to someone else if they have Acrobat.
  - For example, you can fill-in a form, save it, and then email it to a vendor to print and sign
- Remember to send 2 complete, signed, original copies to the Procurement Office (407 Goodell)

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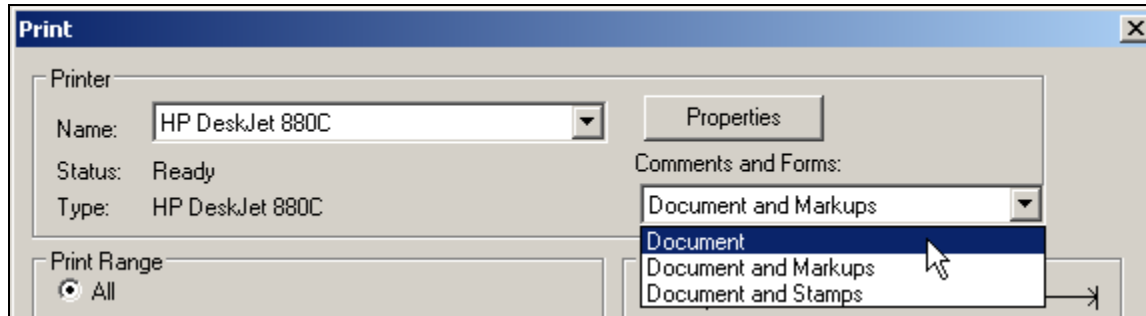
Acrobat Professional is the program used to create the interactive form. While it is not required that you have the Acrobat Professional to use the form, the program is needed if you want to create your own forms. You can purchase a copy of Acrobat Professional for yourself or your department under the MHEC software contract F04 for less than \$50.

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## Specific Printing Instructions for using Acrobat Reader and Professional:

To print a blank copy of the form, be sure to choose

- “Document” under Comments and Forms:



To print the form with your data (what you typed), be sure to choose:

- “Document and Markups” under Comments and Forms:

