



Using Interactive Custom Order Forms

This document shows how to download, fill out, create a digital signature and submit a form electronically.

Download A Form

Our Website lists custom order forms by manufacturer. Go to the manufacturers' listings, find the desired order form, then click the form name. The form will open in a new window (PDF format). Two options are available at this point:

1. Completely fill out the form in this window. When adding your digital signature you will be prompted to save the form.*
2. Fax the form - our interactive forms can be printed with your typed information (hand signature required) or printed blank, neatly filled out by hand and faxed to Motor State (1-800-772-2618).†

Fill Out A Form

In the upper right of your browser, click the "Highlight Fields" button to show/hide all editable fields. Carefully fill out your information.



You may use your keyboard's Tab key to select the next field.

Making A Digital Signature (Digital ID)

When you have completed the form and double checked all information†, click in the Authorized Signature field.* You will be prompted to add or create a digital ID.

- Choose "Create a self-signed digital ID for use with Acrobat". Click Next.
- Select "New PKCS#12 digital ID file". Click Next.
- Fill in the fields with your information. Click Next.
- Choose a location on your computer to save your digital ID file. Choose a password. Write down both the location of your digital ID file and your password for future reference. Click Finish.
- When the "Sign Document" window opens, enter your password and press Sign. You will be prompted to save the form to your computer. Choose a location and press Save.
- The form is now signed and ready for submission to Motor State.

Submit A Form

After adding your digital signature, a large blue "Submit This Form To Motor State" button will appear under the Authorized Signature line. Press the button to bring up an email with your form attached, addressed to sales@motorstate.com. Add your Motor State sales contact's name and any comments, then press Send.

Some Forms Must Be Faxed

Forms that require drawing on the page must be filled in by hand then faxed to Motor State (example: an order form for a custom racing suit with a unique graphic element).

If you have any questions or need help, give us a call at 1-800-772-2678.

***Your digital signature must be added last. Once signed, the form becomes non-editable. Please double check all items first.**

†Custom Order Release Information

Please be advised that in placing an order for custom manufactured merchandise you are accepting full responsibility for the correctness and accuracy of all pertinent ordering information. Further, be advised that by filling out and signing the form you are affirming the correctness and accuracy of the information contained within and authorizing Motor State Distributing to order this custom merchandise. Once the form has been signed, the purchaser assumes full responsibility for paying for the custom merchandise and no refund will be issued unless it can be shown that any errors or defects were the fault of the manufacturer and not caused by erroneous information.

As a rule, custom orders cannot be cancelled once the order is placed with the manufacturer. All custom orders are subject to freight and handling charges from the manufacturer.

No returns will be accepted on custom-built items.