SET UP YOUR OWN SAMPLE REQUEST JOT FORM!

THE dream team

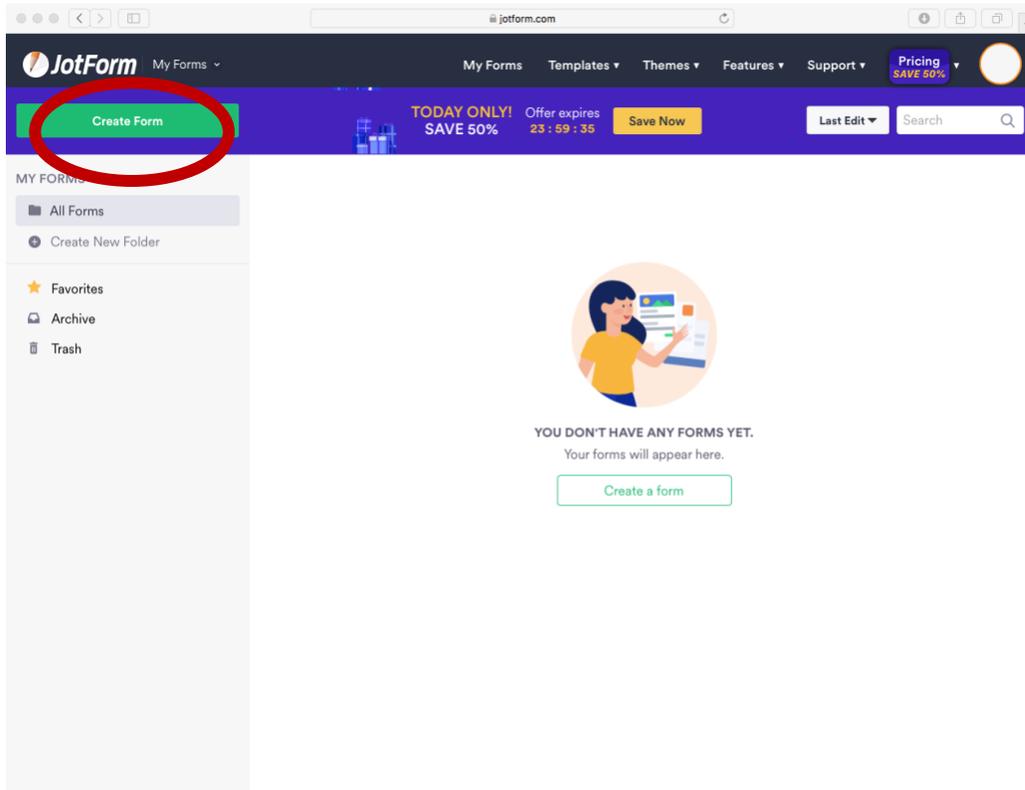1. Search https://www.jotform.com in your search bar. The website will open. Click "Sign Up" in the top right-hand corner.
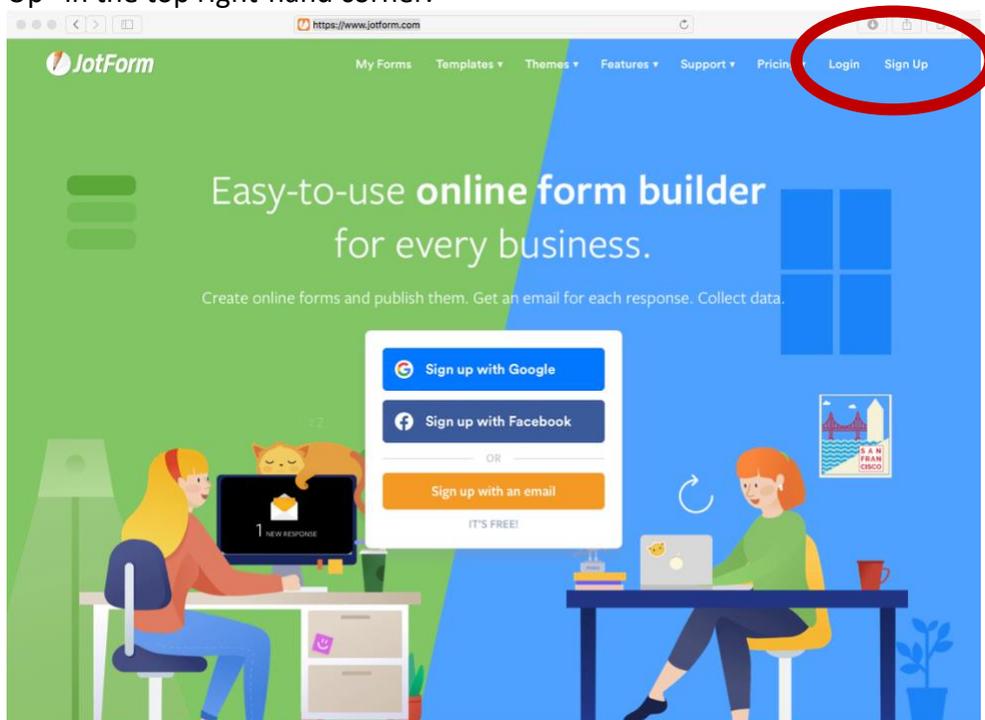

2. Fill in your information to set up your account. Follow easy steps to create account.
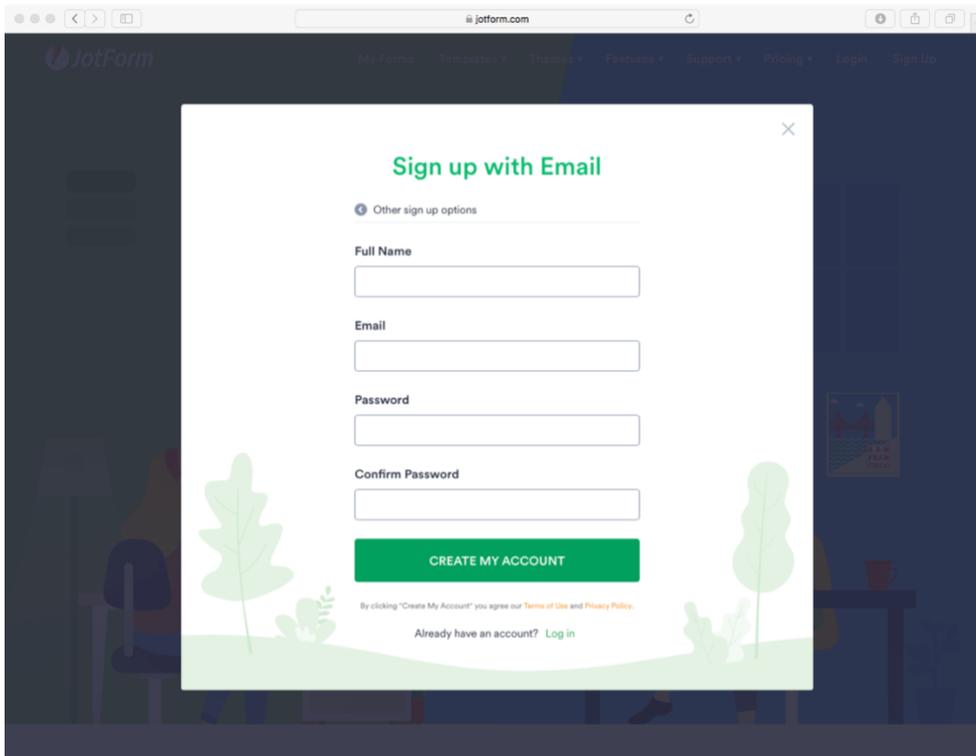
3. Now that your account is created, you are ready to add your first link. Click "Create Form" to the left of the screen.

4. Now you will choose the type of form you will need to create your sample form. To start one completely from scratch you will click the "Start from Scratch" button on the left. Then click, "Classic Form" on the left. NOTE - If you are duplicating someone else's form, you will click the "Import Form" button on the right. To duplicate, you will simply click the "From the web page" button and input the link from the form you are duplicating. Ensure you change their information to your own.
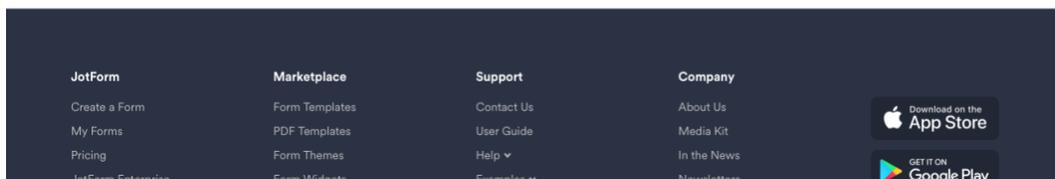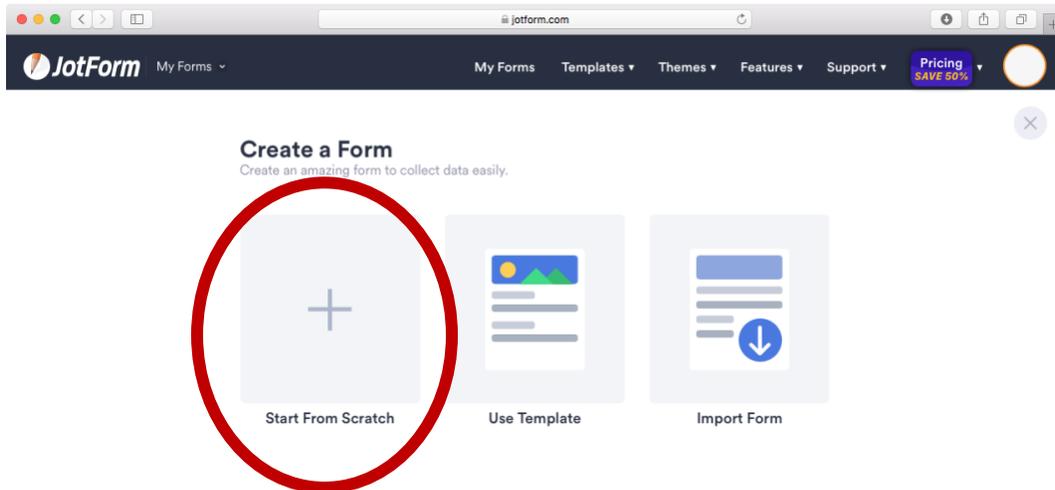
5. Now you will add your own title and items you wish to add to your form. To add a title click where it says "Form" at the top. And entered your desired title. To add elements such as name, phone number, address and email click the "Add Form Elements +" on the left.
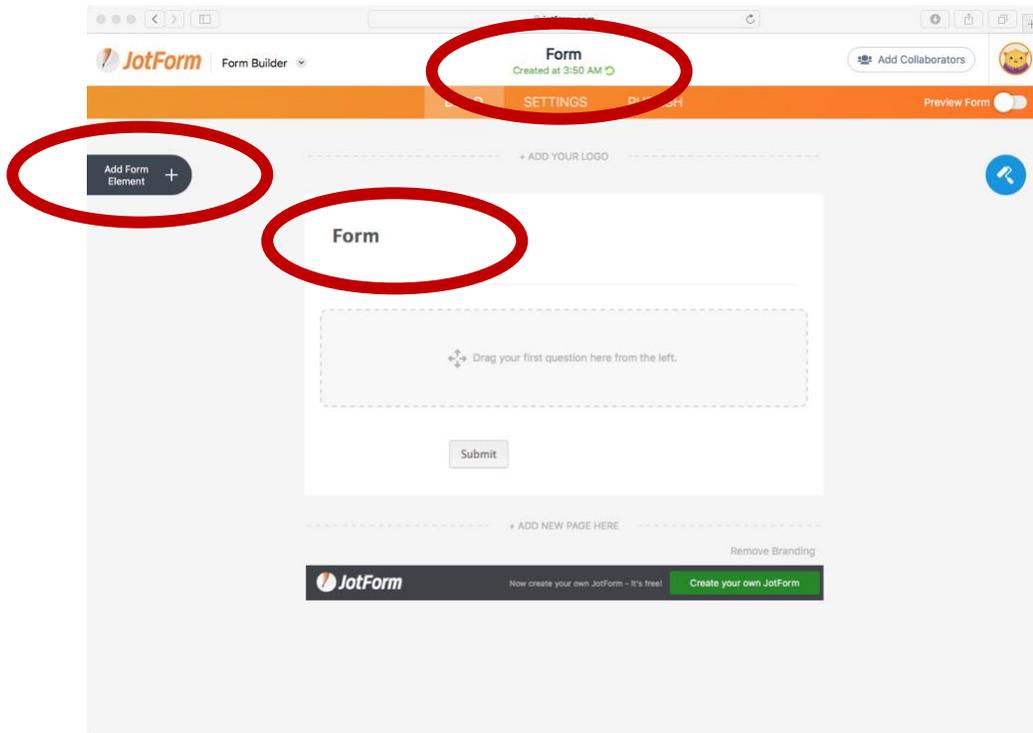
6. Simply click the item that you wish to add to your form. By clicking, "Full Name" it will add a section for the customer to add their first and last name. Follow these same steps to add all information you wish for the customer to add. Once you have your form how you would like. Click the "Publish" button.
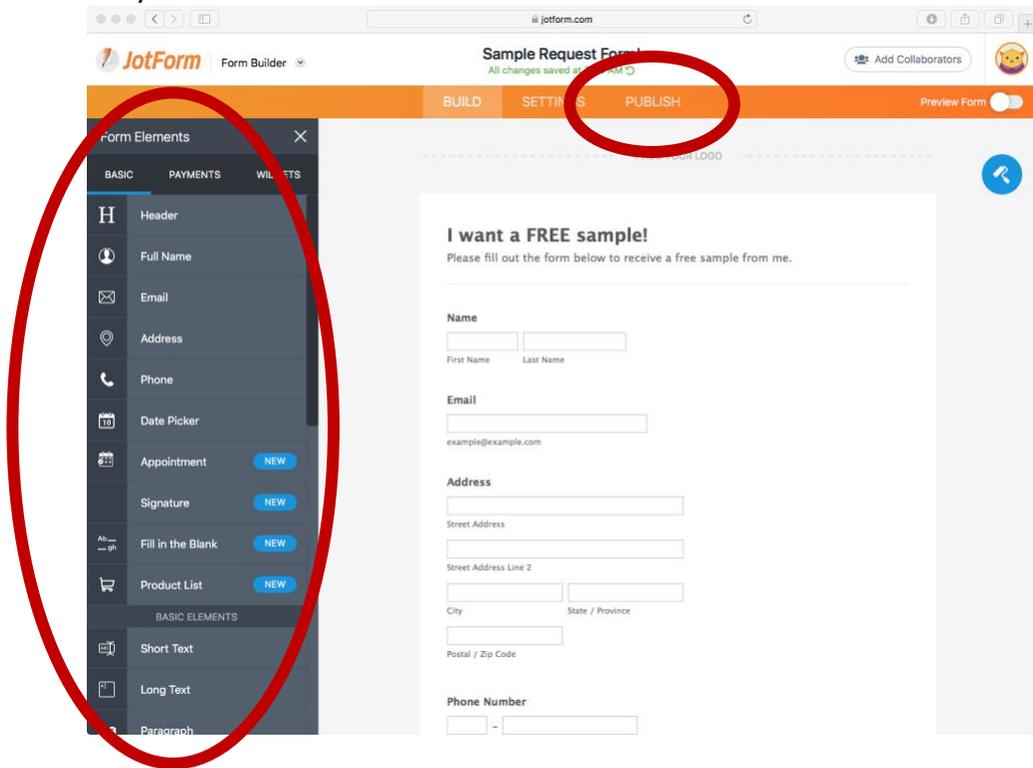
7. To share the link to your new sample request form. Click "COPY LINK" and paste it where ever you wish.