



## How to...download an electronic worksheet

The MPV Profit & Expenses Survey is an *electronic only* survey. By this we mean that as a participant you can download an electronic form, complete it and email it back to us. The whole system is design for a novice computer user. Below are several options on how you can achieve this.

**Requirements:** The electronic form will require the installation of Microsoft Excel version 2003 or higher

**Option 1:** download the form directly from the MPV website. This is the simplest and quickest option because you can collect the form at any time of the day or night.

Steps:

1. Open Internet Explorer (or similar) and go to [www.mpvconsulting.com.au](http://www.mpvconsulting.com.au)
2. On the left hand column is a download section under heading MPV Profit & Expenses Survey
3. Click on hyperlink "Click here to download electronic form"
4. SAVE the form to your hard drive and then OPEN it (NOTE: do not OPEN the form until you have SAVED it to disk first)
5. Complete the form and save it.
6. Email as an attachment to [rob@mpvconsulting.com.au](mailto:rob@mpvconsulting.com.au)

**Option 2:** Email a request to [rob@mpvconsulting.com.au](mailto:rob@mpvconsulting.com.au) and we will email you an electronic form as an attachment. Once received complete steps 4-6 listed above.

**Option 3:** Fax the following request form and we will email an electronic form the same as Option 2.

**Back Up Option:** If you are unable to collect a form using the above options or if you are unable to complete a form electronically, please phone Rob White on **07 3261 6780** and we will endeavor to work out a suitable alternative.

### Confidential contact details:

Confidential contact person: .....

Practice name: .....

Preferred phone number: ..... Fax: .....

Preferred email: .....