# FSMC (Food Service Management Company) Printing Instructions

## Instructions:

**Note: When printing the RFP form or even when saving it as a PDF, select Page Size as “Legal”**

Here are your steps to print the RFP

1. Open the RFP Home Page
2. Click on the **“Print RFP”** button or right click on the page and select print option
3. Select the “**Save As PDF**” option to save the RFP as PDF
4. This will save the RFP document in portrait mode
5. Open the saved PDF and click print.
6. While printing, ensure that the **paper size** is **legal** and the **scale** is set to **default** as shown below

