The Final Disposition Worksheet needs to be completed immediately following the close of the livestock sale and emailed to <u>TCFLivestock20@qmail.com</u>.

Directions for completing and sending back the Final Disposition Worksheet are as follows;

Click on the link at the top of the sale catalog labeled "Final Disposition Worksheet". This will open the fillable worksheet, which can be completed on your computer. Once the worksheet is open, complete the following steps;

- 1. In the appropriate boxes at the top of the form, fill in the buyer's name (as it is registered with Cowbuyer), the name of the contact for this buyer, this contact person's phone number, and the contact person's email address.
- 2. Below the contact information, you will see a table asking for specific information about the animal(s) you purchased. Start on the left side of the form, in the top box.
 - a. Select the specie of animal you purchased from the drop down box.
 - i. Choices Steer, Lamb, Goat, Hog
 - b. Enter the sale lot number for this animal (from the sale listing).
 - i. Example 16
 - c. Enter the exhibitor's name that sold the animal that you purchased.
 - i. Example John Smith
 - d. Select your desired final disposition for the animal purchased.
 - i. Choices Going home with the exhibitor, Sell to the floor, Sell at South Branch Livestock Exchange, Slaughter/Processing.
 - e. If you chose Slaughter/Processing in the previous step, from the drop down box under Processor Preference, select your first choice of processors, and in the next box, choose your second choice.
 - i. If the animal(s) you purchased are going to slaughter/processing, but under a different person's name (ex. you sold the animal to another party for them to have processed), enter the contact name and phone number for the person responsible for the cut sheet for that animal.

You are finished with the final disposition choices for this animal.

If you purchased additional animals, follow the above steps again on the next line down to supply the information for each additional animal purchased. Once you have completed a line for every animal you purchased, complete the following steps;

- Click "File" at the top left of your screen, a drop down box will appear.
- Select "Save As", and click on "PDF".
- A Save As box will appear. Near the bottom of that box, notice the box labeled File name will be highlighted. In that box, type "TC Final Disposition Form 2020 -", followed by your buyer name Example *TC Final Disposition Form 2020 Joes Landscaping*.
- Click on "Save", then close the file.
- Go to your email and start/compose a new email to <u>TCFLivestock20@gmail.com</u>. Attach the form you saved, and click send.
- Go to your "sent items" folder and verify the email is listed in that folder.