

## WAYS TO SEND US DOCUMENTS

### With Your Smartphone

Own a smartphone or tablet with a camera? Good news! You already have all you need to send us documents. Just follow these easy steps:

- Lay your document out on a flat surface.
- Using your device's built-in camera, snap a photo of each page.
- Tap the "TAKE A PIC OR CHOOSE FILE(S)" button to open the photos/files options on your device.
- Select the photo or photos (if it's more than one page) of your document.
- Tap the thumbnail(s) to preview the photos you are sending. When you're sure that you've got what you want to send, tap the "UPLOAD NOW" button.

Acceptable image formats are JPG, PNG, and TIFF. Already have your document in PDF format? Great! We'll take that too, just select it and send it like you would a photo.

### E-mail

Attach your documents to an email and send it to [publicworks@pittgov.org](mailto:publicworks@pittgov.org) or [rochella.fitzgerald@pittgov.org](mailto:rochella.fitzgerald@pittgov.org). Please make sure you include your name and account number with a short description of what you are sending. Acceptable attachment types are JPG, PNG, TIFF, and PDF.

### Mail

If you don't have the option to upload a document electronically, you can also send a paper copy. Please make sure you include your account number and your name. Here are the details:

#### Standard Mail

**Pittsylvania County Public Works**  
405 R & L Smith Drive  
Danville, VA 24540