



**Send this order form to:**

U.S. Department of Commerce  
Property & Fleet Branch (Room 2865)  
Washington, DC 20230  
Telephone Number: 202-482-8246

**Or FAX to:**  
202-501-2505

**FOR DOC USE ONLY**

ORDER NUMBER:

DATE RECEIVED:

**REQUEST FOR CD FORMS AND  
OFFICE OF THE SECRETARY  
STATIONERY/ENVELOPES**

DATE:

SHIP TO ADDRESS: *(Give complete mailing address)*

CONTACT PERSON:

TELEPHONE NUMBER:

BUREAU:

APPROPRIATION NUMBER:

DELIVER VIA: *(Check one)*

SHIPMENT PRIORITY: *(Check one)*

RPS       UPS       USPS

RUSH

FEDERAL EXPRESS *(Give account no.)*

ROUTINE

SIGNATURE APPROVING OFFICIAL:

CODE	LINE NO.	FORM NO.	TITLE OR DESCRIPTION OF ITEM(S)	AMOUNT* REQUESTED PK / PD / BX / EA	TOTAL COST
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				

\* PK=PACK PD=PAD BX=BOX EA=EACH:

Example 100/PD means the forms are packaged 100 forms to a pad, therefore if you require 300 forms you would place 3/PD in the amount requested column.

**FOR DOC USE ONLY**

CODE SYMBOLS:

✓ = FURNISHED      G = ORDER FROM GSA      NS = NOT STOCKED      TOS = TEMPORARILY OUT OF STOCK: REORDER

ORDER FILLED BY: \_\_\_\_\_

VERIFIED BY: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

DELIVER VIA: \_\_\_\_\_ PACKED IN: \_\_\_\_\_

CARTONS       BAGS       RUSH       ROUTINE