

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)*

- RPS UPS USPS
 FEDERAL EXPRESS *(Give account no.)*

SHIPMENT PRIORITY: *(Check one)*

- RUSH
 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