

## SERVICE ORDER FOR PERSONAL PROPERTY

1. TO <i>(Contractor)</i>				2. FROM <i>(Ordering Office)</i>											
a. NAME				a. NAME											
b. ADDRESS <i>(Street, City, State, ZIP Code)</i>				b. ADDRESS <i>(Street, City, State, ZIP Code)</i>											
3. THIS SERVICE ORDER IS ISSUED AND AN ORDER IS HEREBY PLACED WITH YOU, ACCEPTING YOUR OFFER (ORAL OR WRITTEN) FOR SERVICES ON <i>(enter date)</i> _____, _____, SUBJECT TO THE PROVISIONS OF THE BELOW-NUMBERED BASIC ORDERING AGREEMENT FOR THE FOLLOWING SERVICES:															
a. SCAC CODE		b. FEDERAL AGENCY		c. APPROPRIATION IDENTITY		d. BASIC ORDERING AGREEMENT NUMBER		e. MODIFICATION NUMBER							
f. SERVICE ORDER NUMBER				g. LOT NUMBER		h. LOCATION OF PROPERTY <i>(Street, City, State, ZIP Code)</i>									
(1) OLD															
(2) NEW															
i. ESTIMATED STORAGE PERIOD		j. PICK-UP DATE <i>(YYYYMMDD)</i>		k. STORAGE EXPIRATION DATE <i>(YYYYMMDD)</i>		l. ESTIMATED WEIGHT		m. WEIGHT IN STORAGE <i>(ACTUAL)</i>							
n. OWNER															
(1) NAME <i>(Last, First, Middle Initial)</i>				(2) PERMANENT ADDRESS <i>(Street, City, State, ZIP Code)</i>											
(3) PAY GRADE				(4) SSN											
4. NEW ACCOUNTS - SERVICES ORDERED															
a. PACKING ITEM I		b. SPECIAL SERVICES			c. DRAYAGE-IN ITEM III		d. HANDLING-IN ITEM IV		e. STORAGE ITEM V						
		(1) WARDROBE - ITEM IIA	(2) EXPENSIVE/VALUABLE ITEM - ITEM IIB												
RATE		NO.	RATE	NO.	RATE	ZONE		RATE	RATE						
\$			\$		\$			\$	\$						
5. REMOVAL ACTIONS															
a. APPROPRIATION IDENTITY			b. STORAGE REMOVAL DATE <i>(YYYYMMDD)</i>			c. DELIVERY ADDRESS <i>(Street, City, State, ZIP Code)</i>									
d. SERVICES ORDERED															
(1) HANDLING IN ITEM IV		(2) HANDLING OUT ITEM VI		(3) DRAYAGE-OUT ITEM VII		(4) UNPACKING ITEM VIII		(5) WEIGHT REHANDLED		(5) WEIGHT REMOVED		(5) WEIGHT REMAINING			
RATE		RATE		ZONE		RATE									
\$		\$				\$									
6. REMARKS															
7. SPECIAL INSTRUCTIONS															
a. MAIL INVOICES TO:															
b. STORAGE AUTHORITY:															
c. MAXIMUM WEIGHT CHARGEABLE TO GOVERNMENT _____ LBS. Weight in excess of such maximum will be charged to the owner.															
d. ESTIMATED COST OF THE SERVICES IS \$ _____. You are not to perform any service which will result in contract costs in excess of the above sum, unless authorized in writing by the ordering officer.															
e. ACCOUNTING CLASSIFICATION:															
8. CERTIFICATION <i>(To be completed by Ordering Office)</i> Commercial storage has been determined to be more economical than government storage.															
a. TYPED NAME <i>(Last, First, Middle Initial)</i>				b. TITLE				c. SIGNATURE				d. DATE SIGNED <i>(YYYYMMDD)</i>			