



## SERVICE ORDER FOR PERSONAL PROPERTY

<b>1. TO (Contractor)</b>					<b>2. FROM (Ordering Office)</b>				
a. NAME					a. NAME				
b. ADDRESS (Street, City, State, ZIP Code)					b. ADDRESS (Street, City, State, ZIP Code)				
<b>3. THIS SERVICE ORDER IS ISSUED AND AN ORDER IS HEREBY PLACED WITH YOU, ACCEPTING YOUR OFFER (ORAL OR WRITTEN) FOR SERVICES ON (enter date) _____, _____, SUBJECT TO THE PROVISIONS OF THE BELOW-NUMBERED BASIC ORDERING AGREEMENT FOR THE FOLLOWING SERVICES:</b>									
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 (Street, City, State, ZIP Code)			
(1) OLD									
(2) NEW									
i. ESTIMATED STORAGE PERIOD		j. PICK-UP DATE (YYYYMMDD)		k. STORAGE EXPIRATION DATE (YYYYMMDD)		l. ESTIMATED WEIGHT		m. WEIGHT IN STORAGE (ACTUAL)	
<b>n. OWNER</b>									
(1) NAME (Last, First, Middle Initial)					(2) PERMANENT ADDRESS (Street, City, State, ZIP Code)				
(3) PAY GRADE			(4) SSN						
<b>4. NEW ACCOUNTS - SERVICES ORDERED</b>									
a. PACKING ITEM I	b. SPECIAL SERVICES			(2) EXPENSIVE/VALUABLE ITEM - ITEM IIB		c. DRAYAGE-IN ITEM III		d. HANDLING-IN ITEM IV	e. STORAGE ITEM V
	(1) WARDROBE - ITEM IIA								
RATE	NO.	RATE	NO.	RATE	ZONE	RATE	RATE	RATE	RATE
\$		\$		\$		\$	\$	\$	\$
<b>5. REMOVAL ACTIONS</b>									
a. APPROPRIATION IDENTITY			b. STORAGE REMOVAL DATE (YYYYMMDD)			c. DELIVERY ADDRESS (Street, City, State, ZIP Code)			
<b>d. SERVICES ORDERED</b>									
(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	RATE					
\$	\$		\$	\$					
<b>6. REMARKS</b>									
<b>7. SPECIAL INSTRUCTIONS</b>									
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:									
<b>8. CERTIFICATION (To be completed by Ordering Office)</b> Commercial storage has been determined to be more economical than government storage.									
a. TYPED NAME (Last, First, Middle Initial)			b. TITLE			c. SIGNATURE		d. DATE SIGNED (YYYYMMDD)	