

APPLICATION FOR SHIPPING INSTRUCTIONS AND NOTICE OF AVAILABILITY

DATE OF APPLICATION

Public reporting burden for this collection of information is estimated to average 1-1/2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to, the Inventory and Requisition Management Division (FCSI), GSA, Washington, DC 20406 and to the Office of Management and Budget, Paperwork Reduction Project (3090-0040), Washington, DC 20503.

INSTRUCTIONS

In order that the most economical transportation may be arranged, all information requested herein **MUST BE** furnished as accurately as possible. **READ ADDITIONAL INSTRUCTIONS ON REVERSE OF THIS FORM. LETTER OF TRANSMITTAL IS NOT REQUIRED.**

CONTRACT/PURCHASE ORDER NUMBER

REQUISITION NUMBER

NAME AND ADDRESS OF APPLICANT

NAME AND ADDRESS TO WHOM GOVERNMENT SHIPPING INSTRUCTIONS SHOULD BE MAILED *(Including ZIP Code)*

SIGNATURE OF APPLICANT

FURNISH COPY TO:

TITLE AND TELEPHONE NUMBER

COMMODITY TENDERED *(Purchase Order item number and description)*

DATE SHIPMENT AVAILABLE

TOTAL WEIGHT OF SHIPMENT *(Lbs.)*

NET

GROSS

TOTAL CUBIC FEET

VALUE OF SHIPMENT

\$

DESCRIPTION OF PACK *(SHIPPING)* UNIT TENDERED, INCLUDING THE TOTAL NUMBER OF CONTAINERS BY TYPE/KIND SUCH AS DRUMS, CASES, BAGS, BUNDLES, LOOSE PIECES, ETC., AND IF SET-UP, KNOCKED DOWN, NESTED OR OTHERWISE, AND THE WEIGHT, DIMENSIONS AND CONTENTS OF EACH. *(When an attachment such as: packing list, shipping document or equivalent, provides this information in sufficient detail and is self-explanatory, the applicant may insert "See attachment.")*

POINT OF ORIGIN *(Name and address of facility from which shipment will be made)*CONTRACT DELIVERY TERMS *(FAS, FOB, etc.)*

OVERSEAS ADDRESS MARKINGS

| FAS SHIPMENTS | FILL IN ONLY WHEN DELIVERY TERMS ARE FOB ORIGIN | | |
|--|---|--|----------------|
| INITIALS ONLY OF COMPLETE ROUTE | <i>(Check one)</i> <input type="checkbox"/> RR SIDING <input type="checkbox"/> RR TEAM TRACK <input type="checkbox"/> ORIGIN RR CARRIER | | |
| SHIPMENT <input type="checkbox"/> WILL | <input type="checkbox"/> WILL NOT OCCUPY FULL VISIBLE CAPACITY OF A RAILWAY CAR OR MOTOR VEHICLE. | | |
| SHIPMENT <input type="checkbox"/> WILL | <input type="checkbox"/> WILL NOT REQUIRE THE EXCLUSIVE USE OF A | | MOTOR VEHICLE. |

THE FOLLOWING IS TO BE COMPLETED BY GENERAL SERVICES ADMINISTRATION ONLY

| | |
|---|---------------------------|
| SHIPMENT TO BE BOOKED BY OCEAN FREIGHT FORWARDER <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| VIA OCEAN CARRIER | THRU U.S. PORT OF |
| DESTINATION COUNTRY | FOREIGN PORT OF DISCHARGE |
| REQUESTED BY | DATE |
| OCEAN TARIFF DESCRIPTION AND RATES | TRAFFIC CONTROL NO. |
| | TARIFF REFERENCE |

GSA TO FILL IN THE FOLLOWING ONLY WHEN GOVERNMENT BILL OF LADING IS REQUIRED

| | |
|---|---------------------|
| INLAND TRAFFIC CONTROL NO. | INLAND ROUTING |
| DOMESTIC CLASSIFICATION OR TARIFF DESCRIPTION | INLAND FREIGHT RATE |

ADDITIONAL INSTRUCTIONS FOR PREPARATION AND DISTRIBUTION

Applicant will supply the information called for on the face of this form. Unless specified otherwise in the Purchase Order/Contract, all of the instructions enumerated below shall apply.

1. Mail original and two copies of this form at least 15 days in advance of the anticipated date of availability of the shipment, to:

General Services Administration ()

2. Any change of the information as herein stated must be furnished by the quickest method of dispatch and confirmed by the issuance of GSA Form 1611 to the addresses indicated above.
3. Additional copies of this form will be furnished upon request to General Services Administration (*address shown in the Purchase order*).
4. A separate set of forms shall be prepared and distributed by the contractor for each partial shipment.
5. In the event that material is ready for shipment from more than one point of origin, a separate form is required for each point.
6. When the Purchase Order/Contract contains inspection requirements, shipment shall NOT be made until such time as all specified inspection details have been complied with.
7. If there are any questions, write to the address in paragraph 1 above or call