

ORDER FOR SUPPLIES OR SERVICES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER		2. CONTRACT NO. <i>(If any)</i>		6. SHIP TO:			
3. ORDER NO.		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE			
5. ISSUING OFFICE <i>(Address correspondence to)</i>				b. STREET ADDRESS			
7. TO:				c. CITY		d. STATE	e. ZIP CODE
				f. SHIP VIA			
a. NAME OF CONTRACTOR				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input type="checkbox"/> b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract. REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.			
b. COMPANY NAME							
c. STREET ADDRESS							
d. CITY		e. STATE	f. ZIP CODE	10. REQUISITIONING OFFICE			
9. ACCOUNTING AND APPROPRIATION DATA				11. BUSINESS CLASSIFICATION <i>(Check appropriate box(es))</i> <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED			
12. F.O.B. POINT		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE <i>(Date)</i>		16. DISCOUNT TERMS	
13. PLACE OF							
a. INSPECTION		b. ACCEPTANCE					

17. SCHEDULE *(See reverse for Rejections)*

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOT. <i>(Cont. pages)</i>
	21. MAIL INVOICE TO:						
	a. NAME						
	b. STREET ADDRESS <i>(or P.O. Box)</i>						
c. CITY			d. STATE	e. ZIP CODE		17(i) GRAND TOTAL	

22. UNITED STATES OF AMERICA BY <i>(Signature)</i>	23. NAME <i>(Typed)</i>
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TITLE: CONTRACTING/ORDERING OFFICER

