

ORDER FOR SUPPLIES OR SERVICES						PAGE	OF PAGES		
IMPORTANT: Mark all packages and papers with contract and/or order numbers									
1. DATE OF ORDER.		2. CONTRACT NO. IF ANY		6. SHIP TO:					
3. DATE REQUESTED		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE					
5. ISSUING OFFICE Address Correspondence to				b. STREET ADDRESS					
7. TO:				c. CITY		d. STATE	e. ZIP CODE		
a. NAME OF CONTRACTOR				f. SHIP VIA					
b. COMPANY NAME				8. TYPE OF ORDER					
c. STREET ADDRESS				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified both sides of the sheet, if any, including delivery as indicated.		<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.			
d. CITY		e. STATE	f. ZIP CODE	10. REQUISITION OFFICE					
9. ACCOUNTING AND APPROPRIATION DATA									
11. BUSINESS CLASSIFICATION (Check appropriate box(es))									
a. SMALL		b. OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED		d. WOMEN-OWNED			
e. SERVICE-DISABLED VETERAN-OWNED									
12. F.O.B. POINT			14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		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 (IN DOLLARS) (e)	AMOUNT (IN DOLLARS) (f)	QUANTITY ACCEPTED (g)	
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.				
	21. MAIL INVOICE TO:								
	a. NAME								
	b. STREET ADDRESS (or PO Box)								
	c. CITY					d. STATE	e. ZIP CODE		
17(H) Total (Cont. pages)									
17(i) GRAND TOTAL									
22. UNITED STATES OF AMERICA BY (Signature) ➔					23. NAME (Typed) TITLE: CONTRACTING/ORDERING OFFICER				

SUPPLEMENTAL INVOICING INFORMATION

If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provided the following statement, (signed and dated) is on (or attached to) the order: "Payment is requested in the amount of \$_____. No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided; contract number (if any), order number, item number(s), description of supplies or service, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed \$10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

RECEIVING REPORT

Quantity in the "Quantity Accepted" column on the face of this order has been ☐ inspected ☐ accepted ☐ received by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

SHIPMENT NUMBER	PARTIAL FINAL	<input type="checkbox"/> <input type="checkbox"/>	DATE RECEIVED	SIGNATURE OF AUTHORIZED U.S. GOV'T REP.	DATE
AUTHORIZED REPRESENTATIVE:			ROUTING SYMBOL:	TELEPHONE NUMBER:	
TOTAL CONTAINERS	GROSS WEIGHT	RECEIVED AT	TITLE		

REPORT OF REJECTIONS

ITEM NO.	SUPPLIES OR SERVICES	UNIT	QUANTITY REJECTED	REASON FOR REJECTION