

INSTRUCTIONS

Please type or print clearly. You may locally reproduce any additional copies of this form. Mail or fax your SIGNED, ORIGINAL ORDER FORM to the Customer Supply Center in your area. DO NOT use this form to confirm telephone order.

<u>Item No.</u>	<u>Description</u>
1.	Copy last seven digits of the NSN for the desired item exactly as they appear in the CSC Catalog in boldface type. Only the last seven digits are needed.
2.	Short description of item as found in catalog.
3.	Use the Unit of Issue as it appears in the CSC Catalog.
4.	Enter the quantity you wish to purchase.
5.	Enter the price per item as found in the catalog. Actual price may vary slightly from those found in the catalog.
6.	This field is provided for your convenience. The extended price is calculated by multiplying the Quantity by the Unit Price.
7 - 10d.	Self-explanatory.
11.	Enter the location of the agency preparing the order.
12.	Fill in your six digit Fedstrip/Milstrip activity code as it appears on your GSA Form 3525.
13.	Fill in your special access code as you did on your GSA Form 3525. This identifies you as an authorized user of the CSC.
14.	Enter your Fax number.