

**REQUEST FOR CD FORMS AND  
OFFICE OF THE SECRETARY  
STATIONERY/ENVELOPES**

**Send this order form to:**  
U.S. Department of Commerce  
Executive Services Division  
(H-2858)  
Washington, DC 20230

**Or FAX to:**

**FOR DOC USE ONLY**

ORDER NUMBER

DATE RECEIVED

**DATE:**

April 1, 1999

**CONTACT PERSON:**

Mary Brown

**TELEPHONE NUMBER:**

202-482-4312

**BUREAU**

Intenrational Trade Administration

**APPROPRIATION NUMBER:**

001/XXXXXX/XXXX

**SIGNATURE APPROVING OFFICIAL:**

**SHIP TO ADDRESS:** *(Give complete mailing address)*

U.S. Department of Commerce/ITA

Attn: Mary Brown, Room 4000

14th & Constitution Avenue, N.W.

Washington, D.C. 20230

**DELIVER VIA:** *(Check one)*

RPS     UPS     USPS

FEDERAL EXPRESS *(Give account*

**SHIPMENT PRIORITY:** *(Check one)*

RUSH

ROUTINE

CODE	LINE NO.	ITEM NO.	DESCRIPTION OF ARTICLES	NUMBER OF UNITS	UNIT OF ISSUE
	1	SF-1	Printing and Binding Requisition	1	PK
	2	O/S-STA-3	Office of the Secretary, Letterhead	1	PK
	3	O/S-EVE-5	Office of the Secretary (Meter) Envelopes	1	BX
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				