



Thank you for your recent flag request. In order to honor your request and have your flag(s) flown over the United States Capitol, I will need some additional information from you. Please take a moment to fill out the form below and **send it to my Washington, D.C. office**. If you have any questions, please do not hesitate to contact my Staff Assistant, Tim Schlack at (202) 224-6142.

**Type of Flag**

Please check all appropriate prices for flying and / or shipping fees (All items listed above are at cost and no profit.)

FLAG:	Price	Flying Fee	Shipping Fee	Quantity	Total
<input type="checkbox"/> 3' x 5' Cotton	\$9.25 _____	\$4.05 _____	\$4.00 _____	\$17.30 _____	_____
<input type="checkbox"/> 3' x 5' Nylon	\$9.00 _____	\$4.05 _____	\$4.00 _____	\$17.05 _____	_____
<input type="checkbox"/> 4' x 6' Nylon	\$13.50 _____	\$4.05 _____	\$4.00 _____	\$21.55 _____	_____
<input type="checkbox"/> 5' x 8' Cotton	\$20.00 _____	\$4.05 _____	\$4.00 _____	\$28.05 _____	_____
<input type="checkbox"/> 5' x 8' Nylon	\$18.00 _____	\$4.05 _____	\$4.00 _____	\$26.05 _____	_____

TOTAL AMOUNT ENCLOSED: \_\_\_\_\_

**Please make check(s) payable to: THE KEEPER OF THE STATIONERY**

Flag to be flown for (Please Type or Print)  
\_\_\_\_\_

Occasion (If any) \_\_\_\_\_

Date Flag to be flown (If applicable) \_\_\_/\_\_\_/\_\_\_

**Please Send Payment to:**  
(New address)  
Office of Senator Mike Crapo  
239 Dirksen Office Building  
Washington, D.C. 20510

**PLEASE NOTE: Flags are purchased and flown on an individual basis.** There is not a warehouse where we pick up flags that have flown on a prior day. Flags can be flown on the day you request, or a generic day. If payment should arrive past the day you desired, we will fly it as soon as possible. If the flag is flown for presentation such as a retirement, birthday, or anniversary it may take some time to return to you. You may wish to have the flag be flown on an earlier date in order to receive it for a specific occasion. Flags can always be flown "for the occasion of." It is more difficult to have a flag flown on a specific date and receive it before the occasion occurs, as Flags can only be processed two weeks prior to the requested flying date.

**Important:** The Flag Office continues to receive an overwhelming number of requests for flags to be flown. Because the number of request has increased by more than 75% as compared to last year, the amount of time required to process these requests is approximately 6 - 8 weeks. We ask for your patience and understanding if it takes a little longer than normal to receive your flag.

**Mailing Instructions:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number \_\_\_\_\_

Sincerely,

Mike Crapo

Updated 3/8/2005 prices and shipping rate subject to change