UNITED STATES POSTAL SERVICE

Penalty Mail Stamp Requisition

For USPS® Use Only

SDO Name	SDO 3-Digit ZIP Code™		
CHICAGO	**6**	**0**	**6**

Shipper	Date
Witness	Date

Register No.

Instructions

1. Type or print clearly. You are making 3 copies.

2. Minimum dollar value per order is $50.00. Orders received for less than $50.00 will have additional coils of stamps added to order to satisfy the minimum order. Stamps are available only in multiples of 100 except for $1.00 and $5.00 stamps which are available in multiples of 10. Plain Stamped Envelopes are available only in full boxes of 500.

3. Enter your name, address, telephone number and name of your federal government department or agency in the "Ordered By" block.

4. Enter in numerics only, the Date of Order, the Agency Code, and the Agency Cost Code in the blocks provided. (Agency Code and Agency Cost Code are special codes you receive from your headquarters mail manager.) The Agency Code must be entered. The Agency Cost Code is optional.

5. Enter the name and complete address of the individual to whom the stamps will be sent in the Shipping Label block.

6. TO ORDER, multiply the number of stamps, coils, or boxes by the denomination or unit price. You must enter the total dollar and cents amount for the order in the Requisition Total column.

7. Keep the pink Customer Copy, copy 3, for your records.

8. Mail to:

   STAMP DISTRIBUTION OFFICE
   UNITED STATES POSTAL SERVICE
   358 W HARRISON ST RM 200
   CHICAGO IL 60607-3928

Ordered By

Name and Title

Street Address

City, State, ZIP + 4®

Telephone No. *(Include area code)*

Email Address

Signature

Department/Agency

Date of Order	Agency Code	Agency Cost Code
Mo Mo Day Day Yr Yr Yr Yr		

PS Form **17-G,** July 2007 PSN: 7530-01-000-9499

Stamps

Item No.	No. of Stamps	X	Denomination	=	Dollars	Cents
555000		X	1¢	=		
556100		X	4¢	=		
555800		X	10¢	=		
556400		X	20¢	=		
556000		X	23¢	=		
555600		X	$1.00	=		
555500		X	$5.00	=		

Coil Stamps *(Coils of 100)*

Item No.	No. of Coils	X	Price	=	Dollars	Cents
785400 (41¢)		X	$41.00	=		
		X		=		
		X		=		
		X		=		

Stamped Envelopes *(Boxes of 500)*

Item No.	No. of Boxes	X	Price	=	Dollars	Cents
212700 (#10, 41¢ Regular)		X	$221.50	=		
		X		=		
		X		=		
		X		=		

Requisition Total ▶

▼ *Press Hard -- This Is Your Shipping Label* ▼

Name & Title

Office/Unit

Street Address

City and State	ZIP + 4
	-

1- ORDERING COPY

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Mo	Mo	Day	Day	Yr	Yr	Yr	Yr										

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PS Form **17-G,** May 2007 PSN: 7530-01-000-9499

3-CUSTOMER COPY