



## **CFC Supplies Ordering and Delivery**

### **How do I order supplies?**

Each Deputy Coordinator will be sent a CFC order form by e-mail from Christine Brake and Lester-Mark Solomon.

The Deputy Coordinator will fill out a separate supply order form for each location where supplies must be delivered in bulk. Each order form will indicate the following instructions:

- **Specify IC**
- **Complete Address for the Delivery**
- **Number of Employees at this location**
- **Primary Contact person**
- **Telephone number/E-mail**
  
- **Secondary Contact person**
- **Telephone number/Email**
- **Note Special Instructions for delivery/"We will pick it up."**

**Helpful Hint:** When the top portion of the form is filled in electronically with the Number of Employees at this location, the bottom portion of the form will automatically fill in with the appropriate quantities as specified in the standard formula.

The form may be also copied and manually filled in.

### **Where do I send this form?**

Return completed forms to Christine Brake by e-mail at [brakec@mail.nih.gov](mailto:brakec@mail.nih.gov) or Lester-Mark Solomon at [solomonle@mail.nih.gov](mailto:solomonle@mail.nih.gov) or by fax at 301-496-6005.

### **What if I just need a small order?**

Smaller quantities of supplies may be picked up at the Building 31 B2 (B wing) loading dock. If you specify "we will pick it up" on your order form, we will contact you to schedule a time for pickup.