

Penalty Mail Stamp Requisition

Fo	or USPS® Use Only						Item	No. of	x	Denomination	<u>:</u>	Dollars	Cents		
SDO Name CHICAGO		SDO 3-Digit ZIP Code™]	No.	Stamps	П		Т				
		6	0		6		555000		x	1¢	=				
Shipper			Date				556100		x	4¢	=				
Witness			Date				555800		х	10¢	=				
Register No.						Stamps	556400		х	20¢	=		—— —		
Instructions						Star	556000		х	23¢	=	1111	<u>_</u>		
	Type or print clearly. You are making 3 copies.					555600		$ _{x} $	\$1.00	=					
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					333000		\square	Ψ1.00	╀					
satisfy the minimum order. Stamps are available 100 except for \$1.00 and \$5.00 stamps which a			e only in multiples of ire available in multiples				555500		x	\$5.00	=				
3.	of 10. Plain Stamped Envelopes are available of the stamped Enter your name, address, telephone number a government department or agency in the "Orde	ınd naı	me of y	our											
4.	Enter in numerics only, the Date of Order, the A Agency Cost Code in the blocks provided. (Agency Cost Code in the blocks provided).	gency Code,and the			Item No.	No. of Coils	х	Price	=	Dollars	Cents				
	Cost Code are special codes you receive from manager.) The Agency Code must be entered. is optional.		Coil Stamps (Coils of 100)	785400 (41¢)		х	\$41.00	=							
5.	Enter the name and complete address of the in stamps will be sent in the Shipping Label block.	ndividual to whom the		Coils (Coils											
6.	TO ORDER, multiply the number of stamps, co denomination or unit price. You must enter the amount for the order in the Requisition Total column.	ils, or boxes by the total dollar and cents													
	Keep the pink Customer Copy, copy 3, for your	record	ls.				Item No.	No. of Boxes	х	Price	=	Dollars	Cents		
8. Mail to: STAMP DISTRIBUTION OFFICE UNITED STATES POSTAL SERVICE 358 W HARRISON ST RM 200 CHICAGO IL 60607-3928						opes (0	212700 (#10, 41¢		х	\$221.50	=	1111			
						iped Envelopes 30xes of 500)	Regular)		х		=		<u> </u>		
$\overline{}$					mpec (Boxe			x		=					
Ordered By Name and Title						Stam (E			\prod		\vdash				
<u></u>	reet Address								Х		=				
Su	eet Address						Requisition Total								
City, State, ZIP + 4®					 ▼	Press	Hard -	- T	his Is Your Sh	ipp	oing Labe	e/ V			
Telephone No. (Include area code)				Na	Name & Title										
Email Address					Office/Unit										
Signature					1	ince/Offic									
Department/Agency						St	reet Addre	ess							
Date of Order Agency Code Agency Cost Code Mo Mo Pay Pay Vr. Vr. Vr. Vr.						Ci	ty and Sta	te		ZIP + 4					



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F	or USPS® Use Only						Item	No. of					_	_	_	_	_
SDO Name			2 Diai	+ 7ID /	CodoTM	٦	No.	Stamps	Х	Denomination	=		Do —	llar	s	Cei	ıts
CHICAGO		SDO 3-Digit ZIP Code™ 6 0 6			555000		x	1¢	=		l 1	1	ı	ı			
Shipper						1	556100		х	4¢	=						
Witness Date					1	555800		x	10¢	=		 					
Register No.					ړ ا	556400		x	20¢	╁	<u> </u>	<u></u>		<u>_</u>		_	
Instructions						Stamps			H	•	Н		Ц	丄			
	Type or print clearly. You are making 3 copies.					556000		X	23¢	=	Ш			\perp			
	Minimum dollar value per order is \$50.00. Orders received for less					555600		x	\$1.00	=			ı	1	ı		
	than \$50.00 will have additional coils of stamps satisfy the minimum order. Stamps are availab 100 except for \$1.00 and \$5.00 stamps which a	le only	d to order to in multiples of				555500		х	\$5.00	=	— Ц		_ 	<u> </u>		
	of 10. Plain Stamped Envelopes are available	only in	full b	ooxes	of 500.						Ш						
3.	Enter your name, address, telephone number a government department or agency in the "Orde				r federa												
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						Item No.	No. of Coils	x	Price	=		Do	llar	s	Cei	nts
	Cost Code are special codes you receive from your headquarters ma manager.) The Agency Code must be entered. The Agency Cost Co is optional.					Coil Stamps (Coils of 100)	785400 (41¢)		х	\$41.00	=	Ш					
5.	Enter the name and complete address of the in stamps will be sent in the Shipping Label block			Coil			\prod		H	Ц	Ш						
6.	TO ORDER, multiply the number of stamps, co denomination or unit price. You must enter the amount for the order in the Requisition Total co	coils, or boxes by the the total dollar and cents										Ц					
	Keep the pink Customer Copy, copy 3, for your	record	ds.				Item No.	No. of Boxes	х	Price	=		Do	llar	's	Cei	nts
8.	. Mail to: STAMP DISTRIBUTION OFFICE						212700 (#10, 41¢		x	\$221.50	-	_	_	_	_		
UNITED STATES POSTAL SERVICE 358 W HARRISON ST RM 200 CHICAGO IL 60607-3928				nped Envelopes Boxes of 500)	Regular)		x		=	 		 	<u> </u>	 			
					npec			x		_	<u>.</u>						
	rdered By me and Title					Stam (E			Н		Н	\dashv	Ц	丄	丄		
_									X		╚	Ш	Ш	Ц	丄		
Str	eet Address						Requisition Total										
City, State, ZIP + 4 [®]					▼	Press	Hard -	- T	his Is Your Sh	ipp	oin	ıg	La	be	,	,	
Telephone No. (Include area code)				<u> </u>	ame & Title	9											
_	A decision of the second																
Email Address Signature					-	ffice/Unit											
Department/Agency						reet Addre	ess										
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Date of Order Agency Code Agency Cost Code Mo Mo Day Day Yr,						Ci	ty and Sta	te		ZIP + 4		_	_	_	_		



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F	or USPS® Use Only						Item	No. of			·		_	<u>:</u>		<u> </u>
SDO Name			3-Digit	7ID (^ode™	ר	No.	Stamps	X	Denomination	=	_	υо	llars	····	Cents
CHICAGO		SDO 3-Digit ZIP Code™ 6 			555000		x	1¢	=			ı	ı	ı		
Shipper Date						1	556100		x	4¢	=		 	 	1	<u></u>
Witness Date					1	555800		х	10¢	=		 	<u> —</u>		<u> </u>	
Register No.						- sd	556400		x	20¢	=	۲	 	<u> </u>		<u> </u>
Instructions						Stamps	556000		x	23¢	_	H	<u></u>			
1.	Type or print clearly. You are making 3 copies.				1			Ĥ		\perp	Ш	Ц	丄			
2.	. Minimum dollar value per order is \$50.00. Orders received for less						555600		x	\$1.00	=		1 1	ı	1	1
than \$50.00 will have additional coils of stamps added to satisfy the minimum order. Stamps are available only in 100 except for \$1.00 and \$5.00 stamps which are availa			in m	to order to n multiples of			555500		х	\$5.00	=		Ш	<u> </u>	<u></u>	
	of 10. Plain Stamped Envelopes are available	•														
3.	Enter your name, address, telephone number a government department or agency in the "Orde				r federal	al l										
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	Cost Code are special codes you receive from your headquarters mail manager.) The Agency Code must be entered. The Agency Cost Code is optional.						785400 (41¢)		х	\$41.00	=					
5.	Enter the name and complete address of the in		al to v	whom	n the	Coil Stamps (Coils of 100)			Ц			Ш		\perp	L	
6.	stamps will be sent in the Shipping Label block. TO ORDER, multiply the number of stamps, coils, or boxes by the			he								1 1	ı	ı	ı	
	denomination or unit price. You must enter the amount for the order in the Requisition Total co	total d							П							
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8.	Mail to:					ဖွ	No.	Boxes	Н		+					
	STAMP DISTRIBUTION OFFICE UNITED STATES POSTAL SERVICE					ped Envelopes Boxes of 500)	(#10, 41¢ Regular)		X	\$221.50	=			\perp		
358 W HARRISON ST RM 200					=nve of 5			x		=						
	CHICAGO IL 60607-3928					ed I		-	Н		+	Н	Ц	丄		
0	rdered By					Stamp (Be			X		=		1 1	ı	I	1
Na	ame and Title					ω			x		=		 			ī
Str	reet Address						Requisition Total									
							Ttoqui					Ш	<u> </u>			
City, State, ZIP + 4 [®]						Press Hard This Is Your Shipping Label										•
Telephone No. (Include area code)					- N	ame & Title	Э				_	_			_	
Email Address																
Signature					0	ffice/Unit										
Department/Agency						St	reet Addre	ess								_
Date of Order Agency Code Agency Cost Code Mo Mo Day Day Yr Yr Yr Yr						Ci	ity and Sta	te		ZIP + 4			_			_