

INSTRUCTIONS

Complete the form according to the following instructions. **Incomplete or incorrectly completed forms will delay shipment and may result in errors. Please print legibly or type all information.**

1. The name of a contact person and a complete street address and zip code are required. Do not use P.O. Box numbers.
2. If you have previously ordered reagents or supplies from the NVSL, you will have been assigned a Laboratory Identification Number that begins with an L and then has 3 or 4 numerical digits that follow (e.g., L1234); this is the number to enter in block number 2. If you are a new customer, the NVSL will assign a laboratory identification number when the order form is received.
3. A telephone number is required. No orders will be shipped unless a telephone number is provided. Provide a FAX number if one is available.
4. This section is to be completed by the NVSL.
5. Prepayment is required unless the requested items are to be billed to a user fee account number. If services are to be billed to a user fee account number, be sure to include the 11 digit account number in the applicable space provided. Prepayment may be in the form of check, money order, or credit card. Make check or money order payable to "USDA" in US dollars and attach to the order form and mail to the address on the front of the order form. Credit card (Visa, Master Card, or American Express) information should include the account number and expiration date.
6. The Reagents and Supplies Requested section must include the reagent code number, reagent or item name, and the quantity requested. Additional comments may be recorded in the remarks section.
7. The name of the person (print or type) authorizing the request **and** his/her signature must be included.
8. If the telephone number of the person authorizing the request is different from the telephone number of the contact person, please complete this section.
9. If you are requesting a live poultry or livestock pathogen, be sure to include a copy of your valid USDA veterinary permit with your order.

Orders should be faxed **or** mailed. If you fax an order, do not send it by mail as order will be duplicated. See the order form for the fax number or mailing address.