



DATE
CONTRACT NO.
GS- REPORT FOR MONTH(S) OF
TELEPHONE NO.

Dear Contractor:

The Contractor's Report of Orders Received, required under the contract cited above, has not been received for the month(s) indicated.

Provisions of the paragraph entitled "Report of Orders Received" of the contract stipulate that you are required to submit a quarterly report after the effective date of your contract. The first report is due 105 days after the effective date of your contract. Subsequent reports are due the 15th calendar day every three months, through the contract period. The report is required on GSA Form 72-A, Contractor's Report of Orders Received (Prepunched card). One prepunched card is required for each quarterly report and each item (or zone, if applicable) awarded under the contract.

Negative reports should be sent for those months in which orders were not received. Failure or refusal to furnish the required information, or falsification thereof shall constitute sufficient cause for terminating the contract for default in accordance with the provisions of the Default Clause (FAR 52.249-8).

Please send the delinquent reports to the following address by return mail:
General Services Administration
Attn:

If you mailed your report(s) more than five days ago, please call me on the telephone number specified above. If you mailed your report(s) within the past five days, please disregard this notice.

Procurement Clerk