



Short Term Rental Vehicle Order Form

Please email a completed STR Order Form to GSA_Rental@gsa.gov

Requestor Name:			
Requestor Phone Number:			
Requestor Email Address:			
Rental Location (complete address & zip required):			
GSA Customer Number (e.g. 05-08-00-999999-999):			
Agency Name:			
Quantities and Types of Vehicles (e.g. 7 - mid size sedans):			
Dates Needed (not to exceed 120 days):			
Previous Request Number (if existing contract is expiring):			
Special Instructions (e.g. vehicle delivery & customer pickup info):			
Mailing Address if fuel cards needed (NO P.O. BOX):			

If you have additional questions please contact us at gsa_rental@gsa.gov or (866) 886-1232