

LOGISTICS DIVISION OPERATIONS BRANCH SPECIAL ORDER REQUEST FORM

INSTRUCTIONS: Please complete the form below to request a special order. Once complete, please click the e-mail button below to send your request to the Logistics Division. You will be contacted with further instructions.

Requestor / Representative <input style="width: 95%;" type="text"/>	Department <input style="width: 95%;" type="text"/>	Extension <input style="width: 95%;" type="text"/>	Date <input style="width: 95%;" type="text"/>	Office / Cubicle <input style="width: 95%;" type="text"/>
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<i>Item Description</i>	<i>Product # / NSN</i>	<i>Distributor</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Supervisor Initials if quantity > 20</i>	<i>Total</i>
1. <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
2. <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
3. <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
4. <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
5. <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Total Cost						

Please click the 'E-mail' button to forward your request to the Logistics Division as an e-mail attachment. You may wish to save this document locally to be reused at a later date and time or as a record of request.

PLEASE ALLOW 5 BUSINESS DAYS FOR US TO PROCESS YOUR SPECIAL ORDER REQUEST.

OFFICIAL USE ONLY

Approved Disapproved Russ Roberts, Logistics Division Chief

Comments