

ORDER FOR SUPPLIES AND SERVICES				REQUISITION/REFERENCE NUMBER	PAGE OF PAGES		
1. DATE OF ORDER		2. ORDER NUMBER		3. CONTRACT NUMBER			
4. PEGASYS DOCUMENT NUMBER		5. ACCOUNTING AND APPROPRIATION DATA					
FOR GOVERNMENT USE ONLY	FUND	ACTIVITY	PROGRAM	AGREEMENT	SUB-OBJECT CLASS	FISCAL YEAR	REGION
	BUILDING	PROJECT	OBJECT CLASS	ORGANIZATION	WORK ITEM		
6. TO: CONTRACTOR (Name, address and ZIP code)				7. TYPE OF ORDER			
8A. UNIQUE ENTITY IDENTIFIER (UEI) NUMBER				8B. TAXPAYER IDENTIFICATION NUMBER (TIN)			
				9A. BUSINESS CLASSIFICATION			9B. START DATE: _____
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. SMALL DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HISTORICALLY UNDERUTILIZED BUSINESS (HUB)ZONE <input type="checkbox"/> f. EMERGING SMALL <input type="checkbox"/> g. VETERAN <input type="checkbox"/> h. SERVICE-DISABLED VETERAN-OWNED				9C. COMPLETION DATE: _____			
10. ISSUING OFFICE (Address, ZIP Code, and Telephone Number)				11. REMITTANCE ADDRESS (MANDATORY)		12. SHIP TO (Consignee Address, ZIP Code and Telephone Number)	
13. PLACE OF INSPECTION AND ACCEPTANCE				14. REQUISITION OFFICE (Name, Office Symbol and Telephone Number)			
15. FREE ON BOARD (FOB) POINT		16. GOVERNMENT BILL OF LADING NUMBER		17. DELIVERY FOB POINT		18. PAYMENT/DISCOUNT TERMS	
19. SCHEDULE							
ITEM NUMBER (A)	SUPPLIES OR SERVICES (B)			QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
20. RECEIVING OFFICE (Name, Office Symbol and Telephone Number)					TOTAL FROM GSA 300A(s)		
21. MAIL INVOICE TO: (Electronic Invoice Preferred) U.S. GENERAL SERVICES ADMINISTRATION				22. GROSS SHIPPING WEIGHT		GRAND TOTAL	
23. SHIPPING POINT							
24A. FOR INQUIRIES REGARDING PAYMENT CONTACT:					24B. TELEPHONE NUMBER		
25A. NAME AND TITLE OF OFFEROR/CONTRACTOR				26A. UNITED STATES OF AMERICA (NAME OF CONTRACTING/ORDERING OFFICER)			
25B. SIGNATURE			25C. DATE SIGNED		26B. SIGNATURE		
				26C. DATE SIGNED			