

ORDER FOR SUPPLIES AND SERVICES	REQUISITION/REFERENCE NUMBER	PAGE OF PAGES
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1. DATE OF ORDER	2. ORDER NUMBER	3. CONTRACT NUMBER	4. PDN NUMBER
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FOR GOVERNMENT USE ONLY	5. ACCOUNTING AND APPROPRIATION DATA						
	FUND	FUNCTION CODE	B/A CODE	CC-A	C/E CODE	FY	REGION
	CC-B	PROJ./PROS NO.	O/C CODE	ORG. CODE	W/ITEM	PRT./CRFT	

6. TO: CONTRACTOR (Name, address and zip code)	7. TYPE OF ORDER
	A. <input type="checkbox"/> PURCHASE Please furnish the following on the terms and conditions specified on the order and the attached sheets, if any, including delivery as indicated.
	B. <input type="checkbox"/> DELIVERY (For Supplies) This delivery order is issued subject to the terms and conditions of the above numbered contract.

8A. Data Universal Numbering System (DUNS) Number	8B. Taxpayer Identification Number (TIN)	C. <input type="checkbox"/> TASK ORDER (For Services) This task order is issued subject to the terms and conditions of the above numbered contract.
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9A. BUSINESS CLASSIFICATION	D. MODIFICATION NUMBER
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. SMALL DISADVANTAGED <input type="checkbox"/> d. WOMAN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL <input type="checkbox"/> g. VETERAN <input type="checkbox"/> h. SERVICE DISABLED VETERAN	AUTHORITY FOR ISSUING
Except as provided herein, all terms and conditions of the original order, as heretofore mentioned, remain unchanged.	

10. ISSUING OFFICE (Address, Zip Code, and Telephone Number)	11. REMITTANCE ADDRESS (MANDATORY)	9B. START DATE:
		9C. COMPLETION DATE:
		12. SHIP TO (Consignee Address, Zip Code and Telephone Number)

13. PLACE OF INSPECTION AND ACCEPTANCE	14. REQUISITION OFFICE (Name, Symbol and Telephone Number)		
15. F.O.B. POINT	16. GOVERNMENT B/L NUMBER	17. DELIVERY F.O.B. 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, Symbol and Telephone Number)	TOTAL FROM 300-A(s)	▶
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21. MAIL INVOICE TO: (Electronic Invoice Preferred) GENERAL SERVICES ADMINISTRATION	22. GROSS SHIP WEIGHT	GRAND TOTAL	▶
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23. SHIPPING POINT	
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24A. FOR INQUIRIES REGARDING PAYMENT CONTACT:	24B. TELEPHONE NUMBER
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25A. NAME AND TITLE OF OFFEROR/CONTRACTOR	26A. UNITED STATES OF AMERICA (NAME OF CONTRACTING/ORDERING OFFICER)
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25B. SIGNATURE	25C. DATE SIGNED	26B. SIGNATURE	26C. DATE SIGNED
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