STATUS REPORT OF ORDERS AND SHIPMENTS

NOTE: This report is required in accordance with the terms of the contract and the instructions on the reverse of this form.

OMB Control Number: 3090-0027
Expiration Date: 1/31/2028

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Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3090-0027. We estimate that it will take 5 minutes to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (MVCB), 1800 F Street, NW, Washington, DC 20405.

1. TO:	2. NAME OF CONTRACTOR	4. CONTRACT NUMBER
	3. LOCATION OF PLANT	5. REPORT PERIOD COVERED FROM: TO:

6. PURCHASE ORDER DATA				7. INSPECTION AND TESTING			8. DATE DUE FOR	9. SHIPMENT		10. BALANCE DUE QUANTITY
ORDER NUMBER (a)	NATIONAL STOCK NUMBER (b)	QUANTITY AND UNIT (c)	DATE RECEIVED (d)	DATE DUE FOR INSPECTION (a)	DATE OFFERED FOR INSPECTION (b)	DATE RELEASED FOR SHIPMENT (c)	☐ SHIPMENT ☐ DELIVERY AT DESTINATION	DATE SHIPPED (a)	QUANTITY SHIPPED (b)	

CERTIFICATION - The information reported above and on the attached sheets (if any) has been verified by the undersigned as accurate and complete for the period indicated in block 5.

SIGNATURE OF AUTHORIZED OFFICIAL	TITLE	DATE

INSTRUCTIONS

I. GENERAL

A. A report period is from the first through the last day of a calendar month, notwithstanding that the ordering period applicable to a requirements contract may not coincide with these dates.

B. Contractors shall report on each new order received during the report period, and each order shown in a preceding report as not completely shipped. If no orders are on hand during a report period, a negative report shall be submitted.

C. A separate report shall be submitted for each plant location.

D. Contractors shall continue to furnish reports after the expiration of the contract period until all shipments required under the contract have been made.

II. SPECIFIC ENTRIES

A. Block 1, Insert mailing address of the office assigned responsibility for the administration of the contract (unless preprinted).

B. Blocks 2, 4, and 5 are self-explanatory.

C. Block 3, insert city and State. If the contractor has more than one plant in the same city, insert complete address.

D. Insert page numbers in the spaces provided.

E. Columns 6(a) through 6(d) are self-explanatory.

F. Columns 7(a) through 7(c). These columns apply only to contracts which include an "Availability for Inspection and Testing, and Shipment" (or Delivery) clause. Entries are not required in these columns if the contractor is authorized to ship the supplies under a Quality Approved Manufacturer Agreement.

G. Column 8. Insert date based on the time for shipment/delivery provisions of the contract, or in accordance with any authorized extensions of time for shipment or delivery.

(NOTE: If the contract includes a "Monthly Supply Potential" (MSP) clause and the contractor has exercised his option thereunder to extend the shipping/delivery time with respect to the acceptance of orders for quantities exceeding his MSP, entries in this column showing extended due dates shall be asterisked and briefly explained below in the space provided for remarks.)

H. Column 10. If a partial shipment is made, but the unshipped quantity is within the limitation of the "Variation in Quantity" clause of the contract, and if the contractor does not intend to include the unshipped quantity with a future shipment, insert a zero or "none".

I. Certification. The certification is required only on the first page of each monthly report.

REMARKS