

<b>1. Enter Information About Your Office</b>	<i>a. Ordering Office (Name and mailing address)</i>	<i>b. Shipping Address (If different from block a.)</i>
	<i>c. Fedstrip Number</i>	<i>d. Date Required</i>
	<i>e. Finance Number</i>	<i>f. Date Required</i>

*(Minimum number is 500 each. Quantity ordered must be in multiples of 500.)*

<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
<i>a. Total Quantity</i>		<i>b. Unit Price</i>		<i>c. TOTAL Price</i>

**3. Type address imprint here (Up to 5 lines, maximum of 40 characters per line, one character per block)**

<b>a. Office Name</b>	<input style="width:100%;" type="text"/>
<b>b. Office Address</b>	<input style="width:100%;" type="text"/>
<b>c. Office City, State, and ZIP + 4®</b>	<input style="width:100%;" type="text"/>
<b>d. Office Hours</b>	<input style="width:100%;" type="text"/>
<b>e. Office Phone</b>	<input style="width:100%;" type="text"/>

<b>4. Enter Information About Ordering Official</b>	<i>a. Signature</i>	<i>b. Printed Name</i>
	<i>c. Title</i>	<i>d. Telephone (Include area code)</i>

<b>5. Mail or Fax to:</b>	<b>PS 3849 OVERPRINT - 7530-05-000-4581</b> <b>MATERIAL CUSTOMER SERVICE</b> <b>500 SW GARY ORMSBY DR</b> <b>TOPEKA KS 66624-9607</b>  <b>FAX NUMBER 651-406-5583</b>
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**INSTRUCTIONS- NOTE:** You must complete all block numbers described in italics. They are required and must be completed to process our order.

- 1a. Enter your office name and mailing address.
- 1b. COMPLETE ONLY if you want your order shipped to a different address than associated with your Fedstrip number.
- 1c. *Enter your Fedstrip number.*
- 1d. Enter the date required. Allow time for receipt of the order by the contractor and for shipping after the forms are printed. Shipments are made by parcel services and are made 10 working days after receipt of your order.
- 1e. *Enter you finance number.*
- 1f. Enter the date you complete this form.
- 2a. *Enter the total quantity ordered. Minimum order is 500 each. All order quantities must be multiples of 500 (e.g., 500, 1000, 1500, 2000, etc.).*
- 2b. Price per form is \$.0047 each. The price will change periodically and the new price will be published on the purchasing web page of the intranet or available from Materials Customer Service.
- 2c. Multiply the quantity entered in 2a. by the price in 2b. to calculate the total price.
3. *Enter your facility-specific information in the blocks shown. Each line can be 40-characters, including blank spaces. The lines must include Post Office name, street address, and ZIP + 4, office hours, and telephone number. This information will be printed on Form 3849 exactly as entered on this order form. Please ensure the information is legible.*
- 4a. Sign the form in this block.
- 4b. *Enter the printed name of the individual signing the form.*
- 4c. Enter the title of the individual signing the form.
- 4d. *Enter the phone number of the individual signing the form. This may be used to contact the office if there are any questions regarding your office. Do not enter the Call Center phone number here.*
5. Either mail or fax the form to Materials Customers Service. *If you place the order through Ebuy, do not send this order to Materials Customer Service or you will receive a duplicate order.*

**PAYMENT:** Orders will be charged back to the ordering office through the Fedstrip number. Do not mail payment with the order.