

SERVICE ORDER FOR PERSONAL PROPERTY

1. TO (<i>Transportation Service Provider</i>)					2. FROM (<i>Ordering Office</i>)				
a. NAME					a. NAME				
b. ADDRESS (<i>Street, City, State, ZIP Code</i>)					b. ADDRESS (<i>Street, City, State, ZIP Code</i>)				
3. THIS SERVICE ORDER IS ISSUED AND AN ORDER IS HEREBY PLACED WITH YOU, ACCEPTING YOUR OFFER (ORAL OR WRITTEN) FOR SERVICES ON (enter date) _____ , SUBJECT TO THE PROVISIONS OF THE BELOW-NUMBERED BASIC ORDERING AGREEMENT FOR THE FOLLOWING SERVICES:									
a. SCAC CODE		b. FEDERAL AGENCY		c. APPROPRIATION IDENTITY		d. BASIC ORDERING AGREEMENT NUMBER		e. MODIFICATION NUMBER	
f. SERVICE ORDER NUMBER			g. LOT NUMBER			h. LOCATION OF PROPERTY (<i>Street, City, State, ZIP Code</i>)			
(1) OLD									
(2) NEW									
i. ESTIMATED STORAGE PERIOD		j. PICK-UP DATE (YYYYMMDD)			k. STORAGE EXPIRATION DATE (YYYYMMDD)		l. ESTIMATED WEIGHT		m. WEIGHT IN STORAGE (<i>Actual</i>)
n. OWNER									
(1) NAME (<i>Last, First, Middle Initial</i>)					(2) PERMANENT ADDRESS (<i>Street, City, State, ZIP Code</i>)				
(3) PAY GRADE			(4) SSN						
4. NEW ACCOUNTS - SERVICES ORDERED									
a. PACKING ITEM I	b. SPECIAL SERVICES				c. DRAYAGE-IN ITEM III		d. HANDLING-IN ITEM IV		e. STORAGE ITEM V
	(1) WARDROBE - ITEM IIA		(2) EXPENSIVE/VALUABLE ITEM - ITEM IIB						
RATE	NO.	RATE	NO.	RATE	ZONE	RATE	RATE	RATE	
\$		\$		\$		\$	\$	\$	
5. REMOVAL ACTIONS									
a. APPROPRIATION IDENTITY			b. STORAGE REMOVAL DATE (YYYYMMDD)			c. DELIVERY ADDRESS (<i>Street, City, State, ZIP Code</i>)			
d. SERVICES ORDERED									
(1) HANDLING IN ITEM IV	(2) HANDLING OUT ITEM IV	(3) DRAYAGE-OUT ITEM VII		(4) UNPACKING ITEM VIII	(5) WEIGHT REHANDLED	(5) WEIGHT REMOVED	(5) WEIGHT REMAINING		
RATE	RATE	ZONE	RATE	RATE					
\$	\$		\$	\$					
6. REMARKS									
7. SPECIAL INSTRUCTIONS									
a. MAIL INVOICES TO:									
b. STORAGE AUTHORITY:									
c. MAXIMUM WEIGHT CHARGEABLE TO GOVERNMENT					LBS. Weight in excess of such maximum will be charged to the customer.				
d. ESTIMATED COST OF THE SERVICES IS \$. You are not to perform any service which will result in contract costs in excess of the above sum, unless authorized in writing by the ordering officer.				
e. ACCOUNTING CLASSIFICATION:									
8. CERTIFICATION (<i>To be completed by Ordering Office</i>) Commercial storage has been determined to be more economical than government storage.									
a. TYPED NAME (<i>Last, First, Middle Initial</i>)			b. TITLE			c. SIGNATURE			d. DATE SIGNED (YYYYMMDD)