

STATE APPOINTMENT CALENDAR ORDER

DGS OSP 600 (Rev. 10/2017)

Fulfillment Services Customer Service:(916) 324-4635 *or*

Toll Free 1-800-964-3214

Access the updated version of this form (DGS OSP 600), via the OSP Fulfillment Services website:

<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/osp600.pdf>**SUBMIT ORDERS via one of the options outlined below:**

- Online: Web Storefront
<https://www.webstore.osp.dgs.ca.gov/WSFdir/Companies/OSP101/storefront.aspx> (Preferred Option)
- Email: FSFormsOrders@dgs.ca.gov
- Fax: (916) 324-9908
- Mail: Office of State Publishing, Attention: Fulfillment Services, 344 North 7th Street, Sacramento, CA 95811

DO NOT SEND DUPLICATE ORDERS. Orders submitted via multiple options risk being duplicated.**STATE APPOINTMENT CALENDAR ORDERING INFORMATION**A package of 10 appointment calendars can be purchased for \$10. *Shipping charges will be applied.*

Enter Quantity of Packages	\$10.00 x _____ =	Enter Total Amount	\$ _____
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Due to the high volume of state calendar orders received, please allow up to 30 business days for shipments to arrive.

		IMPORTANT NOTE: UNSIGNED ORDERS AND THOSE WITHOUT BILLING CODES WILL NOT BE PROCESSED	
ORDER DATE:	REQUIRED	FULFILLMENT SERVICES USE ONLY	
	5-Digit Agency Billing Code:	ADDRESS ID #:	
SHIP TO DEPARTMENT:		SIGNATURE OF PERSON AUTHORIZING THE ORDER	
OFFICE:		AUTHORIZING PERSON'S NAME: (PRINT OR TYPE)	
ADDRESS: (NO PO BOXES)		CONTACT PERSON'S NAME:	
CITY, STATE, ZIP CODE:		CONTACT PERSON'S EMAIL ADDRESS:	
PICK-UP ORDER SCHEDULE CONFIRMATION Customer Name: _____ Date and Time: _____		CONTACT PERSON'S PHONE NUMBER:	
SPECIAL SHIPPING INSTRUCTIONS:			