

AGENCY/DEPARTMENT/DIVISION/OFFICE INFORMATION:

DEPARTMENT NAME	
ADDRESS	SUITE/ROOM
CITY, STATE	ZIP CODE
INTERAGENCY MAIL CODE	MAIL STATION
CONTRACT LEGAL ADVICE CUSTOMER ACCOUNT NO./BILLCODE _____	

CONTRACT MANAGER/ANALYST:

NAME	TITLE
TELEPHONE	FAX NUMBER
ADDRESS	SUITE/ROOM
CITY, STATE	ZIP CODE
INTERAGENCY MAIL CODE	MAIL STATION
E-MAIL ADDRESS	

CONTACT FOR DAILY/PROCESSING QUESTIONS INCLUDING CONTRACT PICK-UP?

NAME	TITLE
TELEPHONE	E-MAIL ADDRESS

WHEN CONTRACTS ARE READY TO BE RETURNED TO YOUR AGENCY, WHAT DO YOU WANT US TO DO?

ALWAYS CALL FOR PICK-UP WHEN CONTRACTS ARE APPROVED

ONLY CALL ON EXPEDITES

RETURN VIA FIRST CLASS MAIL (**Note: DGS/OLS is no longer able to pay for postage to return contacts to your agency. If you wish contracts returned via first class mail, you must include a self-addressed, stamped envelope**)

SEND VIA INTERAGENCY MAIL TO MAIL CODE: _____

OUR AGENCY WILL SEND A DAILY MESSENGER

CONTACT DGS CONTRACTED FISCAL SERVICES