

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:**

1. Online: Web Storefront
<https://www.webstore.osp.dgs.ca.gov/WSFdir/Companies/OSP101/storefront.aspx> (Preferred Option)
2. Email: FSFormsOrders@dgs.ca.gov
3. Fax: (916) 324-9908
4. 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:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; padding: 5px;">REQUIRED</th> <th style="width: 50%; padding: 5px;">FULFILLMENT SERVICES USE ONLY</th> </tr> <tr> <td style="padding: 5px;">5-Digit Agency Billing Code:</td> <td style="padding: 5px;">ADDRESS ID #:</td> </tr> </table>	REQUIRED	FULFILLMENT SERVICES USE ONLY	5-Digit Agency Billing Code:	ADDRESS ID #:
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:					