

**ORDER FORM – SHIPPING DOCUMENT**

DATE: \_\_\_\_\_

Company Name: \_\_\_\_\_ Addressee: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) Facsimile No.( \_\_\_\_\_ ) E-mail: \_\_\_\_\_

Street Address: \_\_\_\_\_ Dept./Floor \_\_\_\_\_

UPS does not deliver to P. O. Boxes; include full street address where order is to be delivered

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

(4 digit zip)

<b><i>Make Checks payable: Treasurer State of Connecticut</i></b>						<b>Total</b>
"Notice To Contractors" Subscription, Calendar Year 2008 = \$130.00 →						
Form 816 Standard Specifications. Picked Up \$16.00 Each, By Mail \$20.00 Each (Qty = _____) →						
Project No.	Qty	Size (sm/reg)	Cost	Tax *	Postage **	
Check Number: →					Grand Total →	

\* All Connecticut firms must include Connecticut Sales Tax on all plan orders. Sales tax should not be included for mail order requests from firms located outside Connecticut.

\*\*Postage is **NOT** required on orders using their Federal Express Account.

Overnight service (***Federal Express only***) Account No: \_\_\_\_\_

***If using Federal Express, please do not include the cost of postage. Packages are shipped after payments have been processed.***

\*\*\*Mailroom Information Only\*\*\*  
 UPS TRACKING INFORMATION

(Please check one)

- Ground Service
- Overnight (Next Day)

