

SERVICE ORDER FOR PERSONAL PROPERTY

| | | | | | | | | | |
|---|--------------------------|----------------------------|--|---------------------------------------|---|---|------------------------|-------------------------------|--|
| 1. TO (Contractor) | | | | | 2. FROM (Ordering Office) | | | | |
| a. NAME | | | | | a. NAME | | | | |
| b. ADDRESS (Street, City, State, ZIP Code) | | | | | b. ADDRESS (Street, City, State, ZIP Code) | | | | |
| 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 (Street, City, State, ZIP Code) | | | |
| (1) OLD | | | | g. LOT NUMBER | | h. LOCATION OF PROPERTY (Street, City, State, ZIP Code) | | | |
| (2) NEW | | | | | | | | | |
| i. ESTIMATED STORAGE PERIOD | | j. PICK-UP DATE (YYYYMMDD) | | k. STORAGE EXPIRATION DATE (YYYYMMDD) | | l. ESTIMATED WEIGHT | | m. WEIGHT IN STORAGE (ACTUAL) | |
| n. OWNER | | | | | | | | | |
| (1) NAME (Last, First, Middle Initial) | | | | | (2) PERMANENT ADDRESS (Street, City, State, ZIP Code) | | | | |
| (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 (Street, City, State, ZIP Code) | | | | |
| d. SERVICES ORDERED | | | | | | | | | |
| (1) HANDLING IN ITEM IV | (2) HANDLING OUT ITEM VI | (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 owner. | | | | | | | | | |
| 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 (To be completed by Ordering Office) Commercial storage has been determined to be more economical than government storage. | | | | | | | | | |
| a. TYPED NAME (Last, First, Middle Initial) | | | b. TITLE | | c. SIGNATURE | | | d. DATE SIGNED (YYYYMMDD) | |