



**Mail Code = 302 = Purchase Order Address if Different from 000**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Mail Code = 303 = Purchase Order Address if Different from 000**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Mail Code = 400 = Solicitation Address if Different from 000**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

DUN & Bradstreet No. (DUNS): \_\_\_\_\_  
(To apply for a DUNS number call 1-888-814-1435)

Do you want purchase order(s) forwarded by e-mail or fax? E-mail  Fax

Ordering E-Mail Address (Send Purchase Orders): \_\_\_\_\_

Ordering Fax Number (Send Purchase Orders): \_\_\_\_\_

Does your company accept Purchase Cards: Yes  No

LSDBE: Yes  No  LSDBE Number: \_\_\_\_\_

Are you interested in Electronic Fund Transfer for Payments? Yes  No

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**For Internal Use Only**

First Contact Attempt Date: \_\_\_\_\_ Time: \_\_\_\_\_

Second Contact Attempt Date: \_\_\_\_\_ Time: \_\_\_\_\_

Third Contact Attempt Date: \_\_\_\_\_ Time: \_\_\_\_\_

Phone Log Comments:

\_\_\_\_\_

Contract Specialist: \_\_\_\_\_

Phone Number: \_\_\_\_\_