

SERVICE ORDER FOR PERSONAL PROPERTY

1. TO <i>(Contractor)</i>					2. FROM <i>(Ordering Office)</i>				
a. NAME					a. NAME				
b. ADDRESS <i>(Street, City, State, ZIP Code)</i>					b. ADDRESS <i>(Street, City, State, ZIP Code)</i>				
3. THIS SERVICE ORDER IS ISSUED AND AN ORDER IS HEREBY PLACED WITH YOU, ACCEPTING YOUR OFFER (ORAL OR WRITTEN) FOR SERVICES ON <i>(enter date)</i> _____, _____, 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 <i>(Street, City, State, ZIP Code)</i>				
(1) OLD									
(2) NEW									
i. ESTIMATED STORAGE PERIOD		j. PICK-UP DATE <i>(YYYYMMDD)</i>		k. STORAGE EXPIRATION DATE <i>(YYYYMMDD)</i>		l. ESTIMATED WEIGHT		m. WEIGHT IN STORAGE <i>(ACTUAL)</i>	
n. OWNER									
(1) NAME <i>(Last, First, Middle Initial)</i>					(2) PERMANENT ADDRESS <i>(Street, City, State, ZIP Code)</i>				
(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 <i>(YYYYMMDD)</i>		c. DELIVERY ADDRESS <i>(Street, City, State, ZIP Code)</i>				
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 <i>(To be completed by Ordering Office)</i> Commercial storage has been determined to be more economical than government storage.									
a. TYPED NAME <i>(Last, First, Middle Initial)</i>			b. TITLE		c. SIGNATURE			d. DATE SIGNED <i>(YYYYMMDD)</i>	