



Official Mail Stamp Requisition

For USPS® Use Only

SDO Name CHICAGO	SDO 3-Digit ZIP Code™ 6 0 6
Shipper	Date (MM/DD/YYYY)
Witness	Date (MM/DD/YYYY)
Register Number	

Instructions

- Type or print clearly. Please complete 3 copies.
- Minimum dollar value per order is \$50.00. Orders received for less than \$50.00 will have additional coils of stamps added to order to satisfy the minimum order. Stamps are available only in multiples of 100 except for \$1.00 and \$5.00 stamps which are available in multiples of 10. The Express Mail® stamp is also available. Plain Stamped Envelopes are available only in full boxes of 500.
- Enter your name, address, telephone number with area code, and name of your federal government department or agency in the "Ordered By" block.
- Enter in numerics only, the Date of Order, the Agency Code, and the Agency Cost Code in the blocks provided. (Agency Code and Agency Cost Code are special codes you receive from your headquarters mail manager.) The Agency Code must be entered. The Agency Cost Code is optional.
- Enter the name and complete address of the individual to whom the stamps will be sent in the Shipping Label block.
- TO ORDER: Multiply the number of stamps, coils, or boxes by the denomination or unit price. Enter the totals in each category of purchase (stamps, coils or boxes). Add each category then enter the *total* dollar and cents amount for the order in the Requisition Total column.
- Keep the Customer Copy, copy 3, for your records.
- Mail the Ordering and Shipping copies to:

**Stamp Distribution Office
United States Postal Service
358 W Harrison Street Room 200
Chicago IL 60607-3928**

Ordered By

Name and Title		
Street Address		
City, State, ZIP + 4®		
Telephone Number (Include area code)		
E-mail Address		
Signature		
Department/Agency		
Date of Order	Agency Code	Agency Cost Code

Mo	Mo	Day	Day	Yr	Yr	Yr	Yr				
Mo Mo Day Day Yr Yr Yr Yr											

Item Number	Number of Stamps	X	Denomination	=	Dollars	Cents
104155		X	1¢	=		
107255		X	2¢	=		
100355		X	3¢	=		
100455		X	4¢	=		
101555		X	17¢	=		
113155		X	28¢	=		
109655		X	\$ 1.00	=		
109555		X	\$ 5.00	=		
677755 Forever Booklets	Number of Booklets	X	\$ 8.80	=		
113555	Express Mail	X	\$17.50	=		
		X		=		
Total Stamp Denomination Purchase						

Item Number	Number of Coils	X	Price	=	Dollars	Cents
785755		X	\$17.00	=		
787255		X	\$28.00	=		
787055		X	\$44.00	=		
Total Stamp Unit Purchase						

Item Number	Number of Boxes	X	Price	=	Dollars	Cents
218555 #10, 44¢ Regular	Boxes of 500	X	\$237.75	=		
Total Stamped Boxed Envelope Purchase						

Requisition Total \$		
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Print Clearly -- This Is Your Shipping Label

Name & Title	
Office/Unit	
Street Address	
City and State	ZIP + 4