

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER	2. CONTRACT NO. <i>(If any)</i>	6. SHIP TO	
3. ORDER NO.	4. REQUISITION / REFERENCE NO.	a. NAME OF CONSIGNEE	
5. ISSUING OFFICE <i>(Address correspondence to)</i>		b. STREET ADDRESS	
7. TO:		c. CITY	d. STATE e. ZIP CODE
a. NAME OF CONTRACTOR		f. SHIP VIA	
b. COMPANY NAME		8. TYPE OF ORDER	
c. STREET ADDRESS		<input type="checkbox"/> a.	<input type="checkbox"/> b. DELIVERY
d. CITY	e. STATE f. ZIP CODE	REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION *(Check appropriate box(es))*

a. SMALL
 b. OTHER THAN SMALL
 c. DISADVANTAGED
 d. WOMEN-OWNED

12. F.O.B. POINT	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE <i>(Date)</i>	16. DISCOUNT TERMS
13. PLACE OF			
a. INSPECTION	b. ACCEPTANCE		

17. SCHEDULE *(See reverse for Rejections)*

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17(h) TOT. <i>(Cont. pages)</i>
	21. MAIL INVOICE TO:				
	a. NAME				17(i) GRAND TOTAL
	b. STREET ADDRESS <i>(or P.O. Box)</i>				
c. CITY		d. STATE	e. ZIP CODE		

22. UNITED STATES OF AMERICA BY *(Signature)*

23. NAME *(Typed)*

TITLE: CONTRACTING / ORDERING OFFICER

**ADDENDUM TO PURCHASE ORDER TERMS AND CONDITIONS -
OPTIONAL FORM (OF) 347**

52.252-2 CLAUSES INCORPORATED BY REFERENCE (April 1984)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (FAR) (48 CFR CHAPTER 1) CLAUSES

<u>No.</u>	<u>Clause No.</u>	<u>Title and Date</u>
1.	FAR 52.219-1	Small Business Concern Representation (FEB 1995)
2.	FAR 52.219-2	Small Disadvantaged Business Concern Representation (FEB 1990)
3.	FAR 52.219-3	Woman-Owned Small Business Representation (APR 1984)
4.	FAR 52.219-22	SIC Code Small Business Size Standard (JAN 1991)

II. Optional

<u>No.</u>	<u>Clause No.</u>	<u>Title and Date</u>
1.	FAR 52.209-6	Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (NOV 1992) (Actions \$25,000)
2.	FAR 52.213-2	Invoices (APR 1984)
3.	FAR 52.213-3	Notice of Total Small Business Set-Aside (JAN 1991) (If oral solicitation, convey information from the clause)
4.	FAR 52.222-3	Convict Labor (APR 1984)
5.	FAR 52.222-41	Service Contract Act of 1965, as Amended (MAY 1989)
6.	FAR 52.222-42	Statement for Equivalent Rates for Federal Hires (MAY 1989)
7.	FAR 52.222-48	Exemption from Application of the Service Contract Act Provisions (May 1989)
8.	FAR 52.223-5	Certification Regarding Durg-Free Workplace (JUL 1990)
9.	FAR 52.232-25	Prompt Payment (MAR 1994)

**III. DEPARTMENT OF HEALTH AND HUMAN SERVICES ACQUISITION REGULATION (HHSAR)
(48 CFR CHAPTER 3) CLAUSES**

<u>No.</u>	<u>Clause No.</u>	<u>Title and Date</u>
1.	352.270-7	Paperwork Reduction Act (APRIL 1984)