

# SUPPLEMENT TO: FSS-19 Order, GSA FORM 3186

## (PART ONE of THREE PARTS)

(Please print this form and use it for each Purchase Order and/or package or complete shipment. Fax number is 212-264-6829 or email to [r2faxchecker@gsa.gov](mailto:r2faxchecker@gsa.gov) and you will get a reply that we have "PART ONE")

BLOCK #10 (Please do **not ever** ship this order to New York, NY 10278)

SEE BLOCK 12  
HIGH PRIORITY ORDER CALL  
212-264-0568 OR FAX 212-264-6829  
FOR SHIPPING INSTRUCTIONS  
NEW YORK, NY 10278

BLOCK #11(Print your company name below as it is printed in block #11)

**Vendor:**

*Note: please include the name of the vendor as it is listed.*

BLOCK #3 (Print the purchase order number as it is printed in block #3)

**GSA Purchase Order Number:**

*Note: please use additional copies of this form for additional Purchase Orders.*

\*\*Type of Packaging (i.e. **box**, **skid**, **pallet**, **case**, etc.):

*Note: Please use separate forms for each "type" of packaging 1 pallet and 2 boxes. Use one form with information regarding the pallet and another form regarding the 2 boxes. Call the number in Block #10 for any questions.*

**Number of Packages** (boxes, skids, etc.):

**Total Weight in pounds:**

**Dimensions in inches:**      **Length**    x **Width**    x **Height**

**Today's Date:**

**YOUR CONTACT INFORMATION:**

**Name:**

**Phone:**

**Fax:**

**Email:**

**[r2faxchecker@gsa.gov](mailto:r2faxchecker@gsa.gov)**