

TICKET STOCK ORDER FORM

To: GSA OU USA
Fax: 1-973-428-3929

Your Name: _____

Your Agency Name: _____

Your Agency Phone #: _____

Date of Order Submission: _____

Step #1: Please provide the GSA information about the tickets your agency has on hand as of today (i.e., those tickets you have issued, as well as blank tickets you have not issued yet).

4400 _____ thru _____ Total _____ (* Must Be Filled In.)

4200 _____ thru _____ Total _____ (* Must Be Filled In.)

4010 _____ thru _____ Total _____ (* Must Be Filled In.)

Step #2: Please provide the number of tickets you would like the GSA to send to your agency's address.

Four Coupon Tickets (4400): _____

Two Coupon Tickets (4200): _____

MCOs (4010): _____

Please check if you wish to receive regular shipment (Sent within 3 – 5 Business Days)

Please check if you wish to receive urgent shipment (Sent within 48 – 72 Hours)

If you require urgent shipment, please write your carrier name and account # _____

Step #3: Please also let us know if you need any of the following.

OU Stickers: _____ Ticket Return Pads: _____

Ticket Jackets: _____ Time Tables: _____

Step #4: Please sign below. With your signature, you acknowledge the following:

1. Your Letter of Credit must be on file and not expired to receive ticket stock. If your agency's LOC is not on file or is expired, the GSA is not authorized to send ticket stock.
2. Your monthly sales report and monthly payment must be submitted and received by the GSA to receive ticket stock. If your agency has missed the deadline date for submission and/or receipt of your sales report and payment, the GSA is not authorized to send ticket stock.
3. Your agency's debit memos must be paid in full to receive ticket stock. If any debit memos are outstanding, the GSA may not send ticket stock, at its sole discretion.
4. You have sent to the GSA and the GSA has received your last/previous ticket stock signed reverse. If it has not been received, the GSA is not authorized to send ticket stock.
5. Ticket stock orders can only be completed in writing with this form. No phone orders can be accepted by the GSA.
6. The terms & conditions of ticket stock orders are subject to change at any time, at the GSA's sole discretion.

Print & Sign Your Name (* Must Be Signed)

Your Agency's Stamp

Issue Date: 5/21/02