

TICKET STOCK ORDER FORM

Fax: 1-973-884-3641

Agency Name: _____ (* Must Be Filled In.)

Agency Phone Number: _____ (* Must Be Filled In.)

Date of Order Submission: _____ (* Must Be Filled In.)

Your Shipping Company: _____ (* Must Be Filled In.)

Your Shipping Account #: _____ (* Must Be Filled In.)

*Important Note: In the spaces above, you must write the name of your shipping company, i.e., FedEx, Airborne Express, or other shipping company name, and your agency's shipping account number. In placing this order, you accept and acknowledge that the shipment of ticket stock will be billed to your account. **Please Note: IF SHIPPING INFORMATION IS NOT PROVIDED, TICKET REQUEST WILL NOT BE PROCESSED.***

Step #1: Please provide the GSA, information about the tickets you have on hand now (i.e., those you have completed and not completed-which have not been submitted in your last sales report.)

4402 _____ through _____ Total _____ (* Must Be Filled In.)

M.C.O's _____ through _____ 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. The GSA may request earlier payment if you have too many tickets on hand.

Four Coupon Tickets (4402): _____

M.C.O's: _____

For all requests, the processing time required is minimum 3 business days.

Step #3: Please sign below. With your signature, you acknowledge the following:

1. Your Letter of Credit (or cash deposit) 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 will not send ticket stock.
2. Your sales report and 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 will not 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 will not send ticket stock.
4. You have sent to the GSA and the GSA has received the signed acknowledgement for receipt of airline document form. If it has not been received, the GSA will not send ticket stock.
5. You acknowledge that ticket orders can only be completed in writing with this form and that the GSA will not accept phone orders.

Print & Sign Your Name (* Must Be Signed)

Terms & conditions of ticket stock orders are subject to change at any time, at the GSA's sole discretion.