



Forms Request

Type or print clearly.

1. Use a separate request form for each supplier:

Order forms marked with an (X) from the Fulfillment Center on-line only at www.prt.wa.gov.

Other DSHS forms are available through Forms and Records Management. Mail your forms request to Mail Stop 45805, PO Box 45805, Olympia WA 98504-5805; or email it to Millie Brombacher at brombma@dshs.wa.gov.

Check the FRMS Intranet website at <http://forms.dshs.wa.lcl/> and the Internet site at <https://www.dshs.wa.gov/fsa/forms> for your forms.

2. REQUESTING OFFICE (MUST INCLUDE MAIL STOP)

USE A SEPARATE FORM FOR EACH "SHIP TO" LOCATION.

SHIP TO:

3. Name of office or organization:

4. Mail Stop: _____

5. ATTN: _____

6. Telephone number: _____

7. Fax number: _____

8. STREET ADDRESS (PO BOX IS UNACCEPTABLE)

Street address:

City: _____

State: **WA** Zip Code: _____

9. LINE NO.	10. FORM NO.	11. QUANTITY WANTED	12. FORM TITLE OR ITEM DESCRIPTION
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

13. OTHER INSTRUCTIONS

14. NAME OF REQUESTOR

15. TELEPHONE NUMBER

16. DATE