



# 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](http://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](mailto: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