

## Forms Ordering Instructions

1. **Use this form to order DSHS forms.** Keep a copy for your records.

Stocked DSHS forms are distinguishable by the (X) immediately following the form number. Order stocked forms on-line at the Fulfillment Center at <http://www.prt.wa.gov/>. Contact the Fulfillment Center at (360) 570-3062 if you need help ordering (X) forms on-line.

All other DSHS forms are available through Forms and Records Management. Some forms may be printed, and you may be asked to provide samples. For assistance in ordering forms, call (360) 664-6048 or email Millie Brombacher at [brombma@dshs.wa.gov](mailto:brombma@dshs.wa.gov).

**Many forms are available for electronic download from the FRMS Intranet and/or Internet.**

Please check these locations before ordering. If available there, download the forms as you need them. Do not print more than you need. This will help eliminate waste and ensure you have the most current version of the form you need. Changes are published daily to the DSHS web sites.

**DSHS forms Intranet site:** <http://forms.dshs.wa.lcl/>

**DSHS forms Internet site:** <https://www.dshs.wa.gov/fsa/forms>

2. Enter the office name, a mail stop, and the name and telephone number of a contact person at the shipping destination. **Use a separate form for each “ship to” location.**
3. Your street address must contain a complete street address of the shipping destination. Post office box numbers are unacceptable as shipping destinations.
4. Enter the complete number of the form being ordered.
5. Order all items in individual form amounts. **Do not** order by box, pad, etc. (i.e., order 100 forms instead a box or a pad of forms).
6. Enter the complete title as it appears on the form. Be as detailed as possible. For many forms, a complete description or title is the only way to guarantee the correct materials.
7. Enter any comments or instructions you may have about your order or its delivery.
8. Name of the person requesting the supplies.
9. Telephone number of the person requesting supplies. This is used as a contact number if there are any problems with the order.
10. Date the requester **mailed** the request.