REQUEST FOR AS-IS FURNITURE

*(To be completed by CEPO only)*

ORDER DATE: CEPO ORDER NUMBER:

COMPLETION DATE:

AGENCY: COMPLETED BY:

CUSTOMER NAME:

ADDRESS:

CITY, STATE AND ZIP:

TELEPHONE NUMBER:

EMAIL ADDRESS:

Please email request to [CEPO@dm.usda.gov](mailto:CEPO@dm.usda.gov) or fax this request to (301) 394-0296

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| ITEM DESCRIPTION *(Please be specific, i.e., size, style, color, material, etc….)*  QUANTITY REQUESTED: |

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| ITEM DESCRIPTION *(Please be specific, i.e., size, style, color, material, etc….)*  QUANTITY REQUESTED: |

Agencies not located in the Washington, D.C. Metropolitan area, are required to make transportation arrangements for the furniture items requested. All costs incurred and associated with this transfer are the responsibility of the requesting activity.