**Use this order checklist for Safco held contracts, to ensure all necessary information is provided when submitting an order.**

**Order Checklist for Safco Held Contract**

1. Contract Information
   1. Contract number
   2. Agency PO/ Signed Quote
   3. Space Planning project number (if applicable)
2. Order Information (as needed)
   1. Model number with color selection/material choice
   2. Dealer contact name and phone #
3. Shipping Information
   1. Name and phone # of receiving person
   2. Name and phone number of CBD (as needed)
   3. Verify delivery address has a dock
   4. Verify call before delivery information if necessary.

For additional information or questions regarding Safco Held Contracts, please contact:

Yvonne Moore,

Manager, State/Local Contracts

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