



NOAA Business Card Order Form

INSTRUCTIONS: **ALL INFORMATION MUST BE TYPED – No Exceptions**
•Ensure all information is typographically, and grammatically, correct.
Fields marked with an * must be completed

CARD A




JOHN B. DOE
NOAA Project Director




U.S. Department of Commerce
National Oceanic & Atmospheric Administration
1305 East West Highway (OFA53)
Silver Spring, Maryland 20910

OFF: (301) 713-3540
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CARD B



JOHN B. DOE
Director
Project Records Division



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Select One: Card A Card B

Select One: 250 Cards 500 Cards

- *1. _____ (nte 33 spaces)
- 2. _____ (nte 70 spaces)
- 3. _____ (nte 70 spaces)
- 4. _____ (nte 45 spaces)
- 5. _____ (nte 45 spaces)
- 6. _____ (nte 45 spaces)
- *7. _____ (nte 40 spaces)
- *8. _____ (nte 40 spaces)
- 9.*Tel: _____ Ext: _____ (nte 22 spaces)
- _____ (nte 22 spaces)
- E-mail _____ (nte 40 spaces)
- *E-mail/Internet: _____ (nte 40 spaces)

Appropriation Code: Organization Code: - - - - -
Project Code: Task* OCC - - - - -

Name: _____ Title: _____
Telephone No.: _____ Date: _____

Approving Official's Signature:
(Electronic signature required.)

DOC/NOAA/OCAO *
LOD/Logistics Management Branch
1315 East West Highway (SSMC3)
Suite 3866 (SOU57112)
Silver Spring, MD 20910

SHIP TO:

Name: _____
Address: U.S. Department of Commerce/NOAA

City / State / Zip: _____