

Ordering Procedures for ordering USFW Forms from BLM (Bureau Of Land Management) PMDS (Printed Material Distribution Svc)

1. Please send an E-Mail to our group ordering email address, which is located on BLM Directory of Outlook.

BLM_OC_PMDS@blm.gov

In the email please include the following:

A. Numerical Listing of Items being requested,

Example Listing:

FW1001 – Student Programs (SCEP & STEP) - - 2 Pk

(Note: PK = Package, normally there are 50 or 100 forms per package(PK)

FW3005 – Rachel Carson Coloring book - - 1 Bx

(Note: Bx (Box) quantity per box varies from 1, 50, 100, 125. Etc)

3-2052 – Evidence Identification Tag - - 1 Bx

(Note there are 500 envelopes per box at \$17.11 Per Box)

NOTE: if you have the copy of Form 1556-1A FWS order form you can either attach that to the email or fax it to 303-236-0845.

B. We ship Fedex ground so we need complete physical street address to include:

a. Agency and Office name and Office Code

b. Street Address

c. Room / Suite / and-or Mail Stop

d. City, State, Zip

NOTE: If you want shipped express (overnight or 2nd day), please provide your fedex account number

(WE DO NOT SHIP TO P O BOXES !!!)

C. Telephone and Fax Numbers (Need fax number for we fax your credit Card Receipt)

D. E-MAIL ADDRESS (Our inventory system can send shipping and credit card receipt to your email address)

E. Credit Card Information to include Number, Expiration Date, and Name as appears .

Note: This is a secure Departmental e-mail system, but if not comfortable putting CC data in the e-mail put a note in your e-mail to call for CC information.

Thanks

PMDS Staff

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