

Ordering Procedures for ordering DI 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:

DI-0105 - Receipt For Property; 2 Pk

(Note: there are 50 forms per package at \$4.30 per PK)

DI-0120 - Operators Handbook: 25 Ea

(Note: Ea (each) which is per book. price is \$.65 per book)

DI-0318 - Small Blue Special Attn Envelope - 1 Box

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

DI-0319 - Large Blue Special Attn Envelope - 2 Box

(Note there are 500 Envelopes per box at \$43.83 Per Box)

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 PO 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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