**Order Checklist for GSA and Open Market**

GSA Order Checklist

[ ]  Include GSA Contract # 47QSMS24D0039

[ ]  Teaming Agreement (if dealer direct)

[ ]  Items on GSA Price List

[ ]  Confirm Pricing on GSA Price List

[ ]  Color Selections

[ ]  Quote Copy (if applicable)

[ ]  Dealer Contact Information

 **\*Mixed** items may be on same PO when “Open Market” indicated on open market line items

Federal Open Market Order Checklist

[ ]  Include “Open Market” (not GSA contract number)

[ ]  Confirm current pricing on Safco Price Lists

[ ]  Color and material selections

[ ]  Quote Copy (if applicable)

[ ]  Agency PO or signed quote to be eligible for Dealer Service Payment

[ ]  Freight Fee as line item (<$1500 net - UPS $25/LTL $150)

[ ]  Dealer Contact Information

**\*\*ALL submissions are to be sent to** **gsaorders@safcoproducts.com** **\*\***

**Orders Should be made out to:**

Safco Products Co.

9300 West Research Center Road

New Hope, MN 55428

Email for order submission:

gsaorders@safcoproducts.com

Payment Address:

Safco Products Co.

PO Box 856548

Minneapolis, MN 55485-6548

**Government Contacts:**

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