State of Wisconsin
Department of Administration
Document Sales and Distribution
202 S. Thornton Ave.
Madison, WI 53703-3037
docsales@doa.state.wi.us

DOA-3330 (R1/2009)

**To Order and/or for further Information please call:**
(608) 266-3358 or Long Distance: 1-800-DOC-SALE (362-7253)

**FAX:** (608) 261-8150

Please make Check or Money Order payable to:
**WI Department of Administration**

Open Monday through Friday, 7:45 am to 4:30 p.m.

**Inter-D Address:** DOA / 202 S. Thornton Ave / DocSales

# Document Sales Order

**Ordered By:**

Name _____

Organization's Name _____

Street Address _____

P. O. Box _____

City, State and ZIP + 4 _____

Daytime Telephone (  ) _____

E-mail Address _____

**Ship To: (if different from above)**

Name _____

Organization's Name _____

Street Address _____

P. O. Box _____

City, State and ZIP + 4 _____

| Stock Number | Quantity | Description | Item Price | Total |
|---|---|---|---|---|
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|---|---|
| **Subtotal** | |
| Add 5% state sales tax (WI residents only) | |
| Add 0.5% WI county sales tax (if applicable) | |
| Add 0.1% or 0.5% stadium tax (if applicable) | |
| Add $2.50 Credit Card Processing Fee (if applicable) | |
| **Total** | |

- **Your order is subject to return if there are errors on the Order Form and/or an incorrect amount was submitted.**
- **For assistance please call: (608) 266-3358**

## State Government Customers Only

General Services Billing Information

| | |
|---|---|
| Customer Use Code | |
| Optional Data | |
| Optional Order Number | |

Authorized Signature:

## Credit Card Customers Only

- Orders by phone are accepted when purchases are made with VISA or MasterCard
- Include Credit Card Account Number, Signature, and Credit Card Expiration Date.

☐ MasterCard ☐ VISA

Credit Card Number

Expiration Date (mm/dd/ccyy)

Signature

## For Office Use Only

| | |
|---|---|
| Date (mm/dd/ccyy) | CSR |
| Order No. | Customer No. |
| Approval No. | New Exp. Date (mm/dd/ccyy) |
| Amount Paid | |

Payment Type ☐ CA ☐ CH ☐ V/MC ☐ GSBS ☐ FR

This form can be made available in accessible formats to qualified individuals with disabilities. This order form may be reproduced.